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ABSTRACT

A study was conducted to determine the current and potential activities of state and federal agencies and nongovernmental organizations in the collection and use of statistics and data relating to libraries and information centers, and the current and planned activities of libraries and information centers with regard to the collection of statistics and data. The purpose of the study was to provide background and feasibility material for the design of a national reporting system for library and information center statistics and data. This system--LIBGIS (Library General Information Survey)--is now being developed and will be operated by the National Center for Educational Statistics, U. S. Office of Education. The results of this study demonstrate that there is a wide range of different types of statistics and data being collected via a multiplicity of forms and mechanisms. Three of the major conclusions of this study are that: there is a need for much greater standardization of the types of information collected; standard definitions and guidelines for measurement need to be developed and employed; and serious consideration should be given to collecting key statistics and data directly, on a sampling basis, from libraries not covered by collecting agencies and organizations participating in the LIBGIS program. (Volume II is available as ED 069 311.)
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Final Report

Contract No. OEC-0-70-4890

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NATIONAL INVENTORY OF LIBRARY STATISTICS PRACTICES

VOLUME I

DATA COLLECTION ON THE NATIONAL, STATE, AND LOCAL LEVELS

September 1972

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U.S. DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
Office of Education
National Center for Educational Statistics
(Library Surveys Branch)

ABSTRACT

A study was conducted to determine (1) the current and potential activities of state and federal agencies and nongovernmental organizations in the collection and use of statistics and data relating to libraries and information centers, and (2) the current and planned activities of libraries and information centers with regard to the collection of statistics and data about their own operations, services, and activities. The purpose of the study was to provide background and feasibility material for the design of a national reporting system for library and information center statistics and data. This system--LIBGIS (Library General Information Survey)--is now being developed and will be operated by the National Center for Educational Statistics, U.S. Office of Education. The project involved a questionnaire survey of 3,774 state and federal agencies and subunits, and selected private organizations such as accrediting bodies and professional associations; and site studies of 65 libraries, library systems, and information centers. The results demonstrate that, even though the number of agencies presently collecting statistics and data is relatively small, there is a wide range of different types of statistics and data being collected via a multiplicity of forms and mechanisms. Three of the major conclusions of this study are: (1) that there is a need for much greater standardization of the types of information collected; (2) that standard definitions and guidelines for measurement need to be developed and employed; and (3) that serious consideration should be given to collecting key statistics and data directly, on a sampling basis, from libraries not covered by collecting agencies and organizations participating in the LIBGIS program.

Final Report

Contract No. OEC-0-70-4890

NATIONAL INVENTORY OF LIBRARY STATISTICS PRACTICES

Volume 1

Data Collection on the
National, State, and Local Levels

Saul Herner
Matthew J. Vellucci
Edward Leyman

Herner and Company

Washington, D.C.

September 1972

The research reported herein was performed pursuant to a contract with the Office of Education, U.S. Department of Health, Education, and Welfare. Contractors undertaking such projects under Government sponsorship are encouraged to express freely their professional judgment in the conduct of the project. Points of view or opinions stated do not, therefore, necessarily represent official Office of Education position or policy.

U.S. DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

Office of Education

National Center for Educational Statistics
(Library Surveys Branch)

FOREWORD

The purpose of this study is to provide background materials for a national data collection system for libraries, information centers, and library-related activities which constitutes one of the major phases in the development of a national program for the operation of a system for uniform data collection, analysis, and dissemination.

Several steps preceded this effort. In 1961, the Office of Education published Statistics of Libraries; an Annotated Bibliography (OE-15022), which contained 156 items and was of sufficient interest to require printing in 1962 and 1963.

The Statistical Coordinating Project of the American Library Association was initiated in 1963 and culminated in the publication of Library Statistics: A Handbook of Concepts, Definitions, and Terminology (Chicago: American Library Association, 1966). This manual indicated the kinds of terms and quantifications that should be used and the surveys that should be conducted for all types of libraries (i.e., college and university, public, school, and special).

During 1966, the National Center for Educational Statistics (NCES) cosponsored, with the Library Administration Division of the American Library Association, a National Conference on Library Statistics, which outlined "the formulation of a comprehensive program for the systematic collection of statistics of all types of libraries" and the standardization of library statistics and definitions.

In 1971, the report Planning for a Nationwide System of Library Statistics (OE-1570), prepared by the American Library Association under

contract with NCES, was published, indicating plans to develop a national library data system by using concepts of the Office of Education/NCES data systems for elementary and secondary schools (ELSEGIS) and institutions of higher education (HEGIS) as models.

The present "Study of Library and Information Center Statistics and Data Practices in the United States" is based on 1971 programs. It served to determine the current and planned data-collection activities of state and federal agencies, nongovernmental national associations, as well as local libraries and library systems. The survey was conducted in two phases. Phase 1, a mail survey of state and federal agencies and selected nongovernment organizations, extended from July 1970 to March 1972. Phase 2, a supplementary interview study of selected libraries, library systems, and information centers, was conducted from September 1971 to August 1972.

The results of this survey were prepared in two volumes. Volume I is released as an Office of Education publication under the title "National Inventory of Library Statistics Practices: Data Collection on the National, State, and Local Levels," which consists of tabular presentations that describe the current status of data-collecting activities, provides the methodology, draws conclusions, and summarizes the study findings. Volume II, entitled "National Inventory of Library Statistics Practices: Agency Profiles and Individual Site Descriptions," contains narrative profiles and descriptions of the substantive participants in this study. Both volumes of this study are being made available through the ERIC system.

This publication completes a project undertaken by Herner and Company under contract with the Office of Education. The opinions expressed in this report are those of the contractor and do not necessarily represent

Office of Education positions or policy. The assistance given by all participants is gratefully acknowledged. Without their efforts and those of Ruth L. Boaz, Office of Education Project Monitor, Saul Herner, Edward Leyman, and Matthew J. Vellucci, this survey would not have been brought to a satisfactory conclusion.

Frank L. Schick
Chief, Library Surveys Branch
National Center for Educational Statistics
U.S. Office of Education

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INTRODUCTION

This study provides background and feasibility information for a national system for the collection of statistical and other data on libraries, information centers, and library-related activities. Conducted in support of the mission and responsibilities of the National Center for Educational Statistics, U.S. Office of Education, this research effort constitutes a major phase of an overall program for the development, implementation, and operation of ongoing systems and procedures for the collection, analysis, and dissemination of such statistics and data on a nationwide basis and in a uniform manner.

The study was conducted in two phases. Phase 1, the basic study, was a mail survey of state and federal agencies and selected nongovernment organizations. The survey extended from July 1970 to March 1972, covering the period from initiation of the contract to the reduction of data and report writing. Phase 2, the extension study, was an interview study of selected libraries, library systems, and information centers. This phase lasted from September 1971 to the issuance of this report.

In the interests of readability and clarity, this report is being issued in two volumes. Volume I - Data Collection on the National, State, and Local Levels presents the study data, namely, summaries of study objectives and methods, results, implications and conclusions, and study findings. It also contains the numerous tabulations and cross-tabulations upon which these summaries are based. Volume II - Agency and Organization Profiles and Library Site Descriptions presents summaries of the practices of the

various addressees surveyed or facilities interviewed. These summaries provide narrative accounts of information gathered during the two phases of the study.

Although Herner and Company was solely responsible for conducting the study and for the contents of this report, we wish to acknowledge the invaluable advice, guidance, and assistance of many persons in many agencies and organizations. We are particularly indebted to Miss Ruth L. Boaz, the Project Manager, Dr. Jean Brandes, Miss Ann Deitrick, and Dr. Frank Schick, all of the National Center for Educational Statistics.

STUDY PHASE 1: PRACTICES OF STATE, FEDERAL, AND NATIONAL AGENCIES AND ORGANIZATIONS

OBJECTIVES AND METHODS

The first phase of the National Inventory of Library Statistics Collecting Practices represented a radical departure from the usual library survey. It dealt not with the statistics- and data-gathering practices of libraries and information centers per se, but rather, with the programs of agencies and organizations that regularly collect or receive statistics or data from or about libraries and information centers. Indeed, this very important distinction caused considerable difficulty, since we were undertaking a library survey which was not a survey of libraries!

The study was conducted with only one totally known factor: that certain government agencies and nongovernment organizations collect statistics and data pertaining to libraries, information centers, and library-related activities. What was not known prior to the study was (1) the universe of these collecting agents; (2) the scope of their collection efforts; (3) the types, breadth, and depth of the statistics and data collected; (4) the reasons for collection; (5) the uses and disposition of materials collected; and (6) the deficiencies and difficulties encountered in the collection, utilization, and dissemination processes.

Study Objectives

To plan adequately for a national system, one must know all of the foregoing factors. It then becomes technically feasible to design a system

that will (1) make available uniform, reliable, and useful statistics and data; (2) promote improved standards of reporting; (3) facilitate the introduction of desired changes in reporting methods and procedures; and (4) obviate or diminish duplicative reporting and data-collection activities.

Given the aforementioned unknowns, we established the following major objectives for the study:

1. To identify, insofar as possible, the state and federal agencies and state and national organizations now engaged in collecting library and information center statistics and data.

2. To describe the present activities and operations of these data-collecting agents in terms of (a) the different types of libraries and other information facilities from or about which they gather data; (b) the types of information collected; and (c) the methods and procedures used to collect, process, tabulate, analyze, and disseminate the information.

3. To delineate the obstacles to be surmounted and the problems to be solved in order to bring these collection agents into a network configuration of statistical gathering and reporting activities.

4. To suggest possible approaches to the development and implementation of this national reporting system.

Secondary objectives established for the study were:

1. To identify, insofar as possible, those agencies and organizations not presently engaged in library statistics activities, but which represent the potential or capability of becoming active collecting agents.

2. To delineate the obstacles to be surmounted and the problems to be solved in order to bring these agencies and organizations into the national reporting system.

3. To suggest possible approaches to expanding the national system in this manner.

In keeping with this very broad mandate, involving both current and potential collectors or receivers of statistics or data from or about libraries or information centers, we made a minimum of a priori assumptions and "cast the widest possible net" in selecting the survey universe. In doing so, we recognized that we would be contacting many organizations and agencies that have only the remotest possibility of dealing in any way with library or information center statistics or data. However, we followed this path because we were as interested in discovery as in confirmation of the status quo.

Development of Study Instruments and Methods for Phase 1

Two instruments were used in the conduct of Phase 1 of the study: a questionnaire and a supplement to the questionnaire (Appendix 2). The questionnaire was the basic data-gathering instrument; the supplement was used to describe the illustrative materials (forms, reports, etc.) that

were requested in the questionnaire. The latter's function was to clarify and enlarge upon details regarding types of statistics or data collected; types of organizations or institutions from or about which they are collected; methods of collection; and purposes, applications, and end-products. Preliminary analyses had indicated that these significant details were frequently not spelled out in the illustrative materials submitted in response to the questionnaires.

The questionnaire and supplement were sent to a total of 3,774 U.S. agencies and organizations consisting of 3,033 state agencies, 539 federal agencies, and 202 nongovernment organizations (accrediting bodies, library associations, and related societies). The addressees were selected from The Book of States (Supplement II, State Administrative Officials Classified by Functions), the United States Government Organization Manual, the Encyclopedia of Associations, the Bowker Annual of Library and Book Trade Information, and the Education Directory of the National Center for Educational Statistics.

In developing the survey plan and instruments, we consulted some 50 persons outside the Office of Education and Herner and Company. They represented the Federal Government, state government agencies, and professional organizations and consortia. All reviewed, or were exposed to, the survey instruments in one or more stages, and most commented on them. Where feasible, the instruments were changed on the basis of the comments received.

Pretesting of Survey Instruments

Additionally, prior to final mailing, the questionnaire and supplementary forms were pretested on a selection of 100 respondents from the actual

survey universe. These pretest respondents were selected to represent the three basic segments of the survey universe, and were respondents that, in our judgment, had high and low probabilities of currently conducting library and information center statistics- and data-gathering programs. The pretest helped us to evaluate the structure and wording of the questionnaire and supplement, and to estimate the probable rate of return prior to follow-ups.

Mailing of Final Survey Forms

Ten weeks were allowed for receipt of completed questionnaires, supplemental forms, and illustrative materials. During this period, there were three follow-ups of nonrespondents. The first was a postcard. The second was a letter accompanied by additional copies of the survey materials. The third consisted of telephone calls to a sample of the nonrespondents.

Treatment of Nonrespondents

The telephone follow-ups served two purposes. One was to increase response; the other was to characterize nonrespondents and to determine how they differed from respondents, thus defining sources of bias and related limitations in the survey results. Where it developed that addressees did not intend, for any reason, to complete and return the forms, a brief series of questions was put to them. One portion of the questions sought reasons for nonresponse; another, drawn from the questionnaire, attempted to characterize the nonrespondents in regard to their statistics- and data-collecting and related activities and their connection with libraries and information centers.

In selecting the nonrespondents to be called, we gave particular attention to those that, by their apparent nature and functions, had a high probability of dealing with library or information center statistics or data. Of 111 follow-up calls, 61 were to potential such respondents and 50 were to randomly selected nonrespondents.

Analysis, Tabulation, and Presentation of Results

Final survey results were treated in three different ways. Responses to the precoded or closed-ended questions in the questionnaire were keypunched directly and read into a computer for tabulation and cross-tabulation. Responses to open-ended questions and information derived from illustrative materials and the questionnaire supplement were analyzed, categorized, post-coded, keypunched, and read into the computer for tabulation and cross-tabulation. The pre- and post-coded computer files were combined to permit cross-tabulations between the two types of responses and data. Finally, descriptive profiles were prepared for all of the respondents that were currently collecting and receiving library or information center statistics or data of any kind on a regular basis, and that submitted sufficient information for profiling. The profiles are presented in Volume II of this report.

STUDY RESULTS

This section of the report deals with the highlights of the study results. As already noted, the detailed data--upon which this section is largely based--are contained in the tables that follow this part of the study report.

Qualitative and Quantitative Survey Returns

Of the 3,774 sets of questionnaires and supplements sent out (to 3,033 state agencies, 539 federal agencies, and 202 nongovernment organizations), 2,133 valid returns (57 percent) were received, coded, and analyzed. (See Table 1A.) Broken down by major types, the 2,133 returns were as follows: 1,719 from state agencies (80 percent), 270 from federal agencies (13 percent), and 144 from nongovernment organizations (7 percent). (See Table 1B.) An additional 223 returns were eliminated because of incompleteness, inaccuracy, or inconsistency. Thus, in fact, returns totaled 2,356, or 62 percent of those sent out. The relatively low response, despite fairly vigorous follow-up procedures, is a reflection of the previously mentioned "wide net" approach to the selection of survey addressees and of the resultant diversity in their functions and activities. The extent of this diversity is indicated in the tables following this part of the study report.

However, analysis of the results of the telephone queries addressed to 50 randomly selected nonrespondents indicates that little was lost because of the low response in terms of imminent or potential contribution to a national system of library and information center statistics or data. Of

the 50 nonrespondents, 25 collect some sort of statistics or data, and the rest do not; only 2 of the 50 collect any statistics or data relating to libraries or information centers. Thus, while the nonrespondents do create a slight bias in the returns, it is in the direction of purification rather than contamination, insofar as participation in a national system of library or information center statistics or data is concerned.

We are less pleased by the results of our follow-up phone calls to nonrespondent agencies and organizations having a high probability of dealing with library or information center statistics or data. Of the 61 identified and called, only 16 ultimately returned completed questionnaires and supplements. Our only solace is that the number of those that did not respond in the first place was very small.

Collection or Receipt of Statistics and Data

Of the 2,133 respondents that returned valid questionnaires and supplements, 1,004 (47 percent) reported collecting or receiving some sort of statistics or data on a regular basis. (See Table 6.) Most (56 percent) of them obtain these statistics or data by means that they themselves initiated and implemented; 15 percent obtain them from or through other agencies or organizations; and 19 percent obtain them through a combination of both routes. Ten percent of the 1,004 respondents did not indicate their collection channels. (See Table 7.)

Of the 1,004 respondents that regularly collect or receive statistics or data, 244 (24 percent) reported specifically that they deal with information relating to libraries or information centers. (See Table 9.) The bulk

of these respondents (219, or 90 percent) acquire these statistics or data directly, through their own procedures or initiatives. (See Table 11.) The main direct source is parent agencies or organizations of which the surveyed libraries or information centers are a part; the second most frequent source is the libraries or information centers themselves. (See Table 12.) The main indirect source of library and information center statistics and data is the U.S. Office of Education; as already indicated, however, these indirect sources are used by relatively few respondents. (See Table 14.)

The primary type of library from or about which statistics or data were regularly collected is post-secondary educational institutions. This category accounts for 21 percent of the types specified by the respondents. The second most frequently specified type is public libraries (16 percent). Third is special libraries, including those of state and federal agencies (15 percent). Fourth is elementary and secondary school libraries (15 percent); and fifth, institutional libraries (13 percent). (See Table 15.)

The two basic purposes or motivations of the respondents in collecting library-related statistics or data are budgetary planning, review, and justification and use and need determinations. Surprisingly few respondents (22 and 20, respectively) gave either legal requirements or need to report to Federal Government agencies such as USOE or Department of Health, Education, and Welfare (HEW) as their reasons for collecting statistics or data. (See Table 18.)

Related to the question of purposes or motivations is the fact that much, if not most, collecting is merely an incidental part of other, broader collecting activities. As will be shown, this has a profound effect on the depth and consistency of the statistics or data collected.

The greatest problem or difficulty encountered by respondents in their statistics or data practices is inaccurate, inconsistent, or incomplete source data. This is a reflection of a general lack of uniform collecting methods and standards, and a common failure to enforce or monitor existing collection rules and procedures within the responding agencies and organizations. The latter situation is related to another common problem: lack of adequate staff time to pursue statistics- and data-collecting activities. (See Table 23.)

The most striking characteristic of the types of statistics or data regularly collected or received by the respondents is their vast range and variety. In all, we identified 11 broad types or categories. These are Personnel, General Administration, Physical Facilities, Expenditures, Income, Budget, Resources, Technical Services, Equipment, Circulation and Interlibrary Loan, and User Services. (See Table 27.) Taking Resources as an example, we identified more than 24 discrete types of statistics or data relating to the various types of resources. However, these broke down into 1,194 subtypes! (See Table 29A.) For instance, information on the total number of books was expressed in 30 different ways; and information on the total number of periodicals, in 25 different ways. This example will suffice to indicate the extreme variety of modes in which statistics are collected--data requested on book totals ranged from "total on hand" (the most commonly requested item)

through such variations as number held at beginning of year, number at beginning of quarter, total on hand five years ago, number on hand unprocessed, number reported last year, number of volumes in permanent collection per capita, estimated number year after next, etc., etc., etc.

Another basic--and somewhat paradoxical--finding in regard to types of statistics or data is the relatively small number of respondents that collected any given kind. The mean number of respondents collecting one of the 11 broad types of statistics or data was 61. The range was from 32 to 91 (figures derived from Table 26). Another indication of scatter, or lack of consensus in the kinds of statistics or data collected, is the fact that only 7 collected all 11 types, 14 collected 10 types, 10 collected 9 types, 12 collected 8 types, 8 collected 7 types, 9 collected 6 types, 9 collected 5 types, 14 collected 4 types, 8 collected 3 types, 11 collected 2 types, and 14 collected 1 type (figures derived from data in Table 27). These low figures result in part from the fact that only 116 (almost half) of the 244 respondents that collect library or information center statistics or data furnished usable information regarding the types they collect. However, even if the figures were doubled, they still would be low and still would indicate no strong trend or consensus.

In addition to the relatively few respondents that collect any major category of data, the number of those that collect specific items within each category varies greatly. For example, the total number of respondents that collect information on technical services is 40, yet no more than half that number collect any specific item of information within this category, namely, 20 respondents that request some sort of data pertaining to selection. (See Table 36A.)

One further indicator of the relatively small number of respondents that actually do the collecting is the fact that six types (departments of education, departments of higher education, state libraries, finance agencies, accrediting associations, and library associations) account for approximately 75 percent of all the types that regularly collect library or information center statistics or data.

TABLE 1A

Number of Agencies, Units, or Organizations in Mail-out Universe, and Number and Percent Providing Usable Responses, by Type of Control: Fall 1971

Type of Control	Number in Mail-out Universe	Number Providing Usable Responses	Percent Providing Usable Responses
State	3,033	1,719	57
Federal	539	270	50
Nongovernment	202	144	71
Total	3,774	2,133	57

TABLE 1B

Number and Percent of Respondents, by Type of Control of Reporting Agency, Unit, or Organization: Fall 1971

Type of Control	Number	Percent
State	1,719	80
Federal	270	13
Nongovernment	144	7
Total	2,133	100

TABLE 2

Number of Respondents, by Type of Reporting Agency, Unit, or Organization: Fall 1971

Type	No.	Type	No.
Accrediting Associations	39	Labor and Industrial Relations	36
Adjutant General - Military	84	Law Enforcement (Planning)	31
Administration	25	Law Enforcement (Police and Highway Patrol)	29
Aeronautics	32	Legislative Officers - State Senates	8
Aging	29	Legislative Officers - State Houses of Representatives	11
Agriculture	47	Library (Law)	19
Atomic Energy	7	Library (State)	50
Attorneys General	27	Library Associations	70
Auditor	34	Library Schools	34
Banking	35	Mental Hospitals and Community Mental Health	40
Budget	27	Mental Retardation	14
Civil Defense	31	Mining	17
Commerce and Industry	37	Motor Vehicles (Licensing and Registration)	31
Community Affairs	19	Natural Resources	44
Comptroller	15	Oil and Gas (Regulatory)	14
Corrections	35	Parks	35
Court Administration	29	Personnel	39
Economic Development	39	Planning	42
Economic Opportunity	22	Pollution Control (Air)	27
Education	111	Pollution Control (Water)	2
Employment Security	40	Public Assistance	6
Federal-State Relations (Coordinators)	12	Public Utility and Railroad Regulation	34
Finance	21	Public Works	20
Fish and Game	40	Purchasing	18
Food and Drugs	11	Secretary of State	30
Forestry	21	Securities	17
General Services	10	Social Services	38
Government (Miscellaneous)	16	Taxation and Revenue	38
Health	81	Transportation	14
Higher Education	67	Treasurer	28
Highways (Directors)	31	Water Resources Management	32
Highways (Safety Coordinators)	13	Welfare (Overall Administration)	25
Housing	11	Workmen's Compensation	25
Human Rights	25		
Information Systems	38		
Insurance	33		
Juvenile Delinquency	11		
Labor (Arbitration and Mediation)	10		
		TOTAL	2,133

TABLE 3

Number of Respondents,* by U.S. Department of Health, Education, and Welfare Region: Fall 1971

Region and State or Other Area	Number	Percent
Region I	216	10
Connecticut	40	
Maine	39	
Massachusetts	47	
New Hampshire	29	
Rhode Island	36	
Vermont	25	
Region II	121	6
New Jersey	35	
New York	52	
Puerto Rico	24	
Virgin Islands	10	
Region III	469	22
Delaware	31	
District of Columbia	248	
Maryland	80	
Pennsylvania	37	
Virginia	47	
West Virginia	26	
Region IV	247	11
Alabama	28	
Florida	32	
Georgia	24	
Kentucky	33	
Mississippi	22	
North Carolina	32	
South Carolina	33	
Tennessee	43	
Region V	253	12
Illinois	65	
Indiana	31	
Minnesota	35	
Michigan	44	
Ohio	35	
Wisconsin	43	
Region VI	167	8
Arkansas	30	
Louisiana	33	
New Mexico	37	
Oklahoma	34	
Texas	33	
Region VII	145	7
Iowa	41	
Kansas	31	
Missouri	41	
Nebraska	32	
Region VIII	190	9
Colorado	34	
Montana	33	
North Dakota	32	
South Dakota	29	
Utah	32	
Wyoming	30	
Region IX	156	7
Arizona	30	
California	46	
Hawaii	30	
Nevada	26	
American Samoa	2	
Pacific Islands	9	
Guam	13	
Wake Island	--	
Region X	164	8
Alaska	40	
Idaho	44	
Oregon	43	
Washington	37	
Other Areas		
Panama Canal Zone	5	<1
TOTAL	2,133	100

*Includes all types of agencies, units, and organizations.

TABLE 4

Number of Respondents That Have One or More Regulatory, Licensing, Accrediting, or Certification Responsibilities: Fall 1971

Type of Responsibility	Number*
Regulatory	844
Licensing	516
Accrediting	131
Certification	390
None of the Above	1,064

*Number exceeds total of 2,133 respondents because some organizations have more than one type of responsibility.

TABLE 5

Number of Respondents by Types of Establishments and Organizations for Which Respondents Have One or More Regulatory, Licensing, Accrediting, or Certification Responsibilities: Fall 1971

Type of Establishments and Organizations	Number
Hospitals and Other Health Care Facilities	163
Banks and Other Financial Institutions	108
Public and/or Private Schools (other than vocational)	75
Child Care Facilities and Programs	73
Vocational Schools	53
Penal and Correctional Institutions	40
Libraries and Library Systems	39
Manufacturers	16
National Guard and Other Military Organizations	9
Courts and Other Judicial Agencies	8

TABLE 6

Number of Respondents That Do or Do Not Collect Statistics or Data of Any Kind: Fall 1971

Statistics or Data Activity	Number	Percent
Do Collect Statistics or Data	1,004	47
Do Not Collect Statistics or Data	1,087	51
No Response	42	2
TOTAL	2,133	100

TABLE 7

Number of Respondents That Collect Statistics or Data by Collection Procedures: Fall 1971

Collection Procedures	Number	Percent
Initiated by Respondents	566	56
Initiated by Agencies, Units, or Organizations Other Than Respondents	149	15
Initiated by a Combination of the Above	189	19
No Response	100	10
TOTAL	1,004	100

TABLE 8

Number of Respondents That Collect One or More Types of Statistics or Data, by Types of Organizations and Individuals from Which Statistics or Data Are Collected: Fall 1971

Types of Organizations and Individuals	Number*
Establishments (Business Firms, Banks, Airports, etc.)	357
Organizations (Trade and Professional Associations, Technical Societies, etc.)	201
Institutions (Hospitals, Schools, Prisons, etc.)	512
Individuals (Nurses, Lawyers, Engineers, etc.)	229
Government Agencies (State, Federal, Local, etc.)	347

*Number exceeds total of 1,004 respondents that collect data because some organizations collect data from more than one type of source.

TABLE 9

Number of Respondents That Do or Do Not Collect Library or Information Center Statistics: Fall 1971

Statistics or Data Activity	Number	Percent
Do Collect Library Statistics	244	24
Do Not Collect Library Statistics	753	75
No Response	7	1
TOTAL	1,004	100

TABLE 10

Number and Types of Responding Agencies, Units, and Organizations That Collect Library or Information Center Statistics or Data: Fall 1971

Type	Number
Education	52
Higher Education	38
Library (State)	37
Finance	29
Accrediting Associations	16
Library Associations	12
Health and Mental Hospitals and Community Mental Health	9
Adjutant General - Military	7
Information Systems	7
Corrections	5
Personnel	5
Commerce and Industry	4
Labor and Industrial Relations	4
Government (Miscellaneous)	4
Court Administration	3
Planning	3
Federal-State Relations (Coordinators)	2
Library Schools	2
Social Services	2
Highways (Safety Coordinators)	1
Library (Law)	1
Public Utility and Railroad Regulation	1
TOTAL	244

TABLE 11

Number of Respondents That Collect Library or Information Center Statistics or Data Directly and/or Indirectly: Fall 1971

Collection Procedures	Number*	Percent
Directly, via Procedures Initiated by Respondents	219	90
Indirectly, via the Collection Activities of Other Agencies	48	20

*Number exceeds total of 244 respondents that collect library or information center data because 23 of the respondents collect data both directly and indirectly.

TABLE 12

Number of Respondents That Collect Library or Information Center Statistics or Data Directly, by Source: Fall 1971

Source of Statistics or Data	Number	Percent
From Parent Agencies or Organizations of Which the Libraries or Centers are a Part	95	43
From Libraries or Information Centers Themselves	74	34
Both of the Above Sources	34	16
Not Specified	16	7
TOTAL	219	100

TABLE 13

Number of Respondents That Collect Library or Information Center Statistics or Data Directly, by Type of Respondent and Source: Fall 1971

Type of Respondent	Not Specified	Parent	Library	Both	Total
Education	6	26	7	10	49
Library (State)	2	1	28	6	37
Finance	1	14	7	6	28
Higher Education	3	21	3	1	28
Accrediting Associations	0	12	3	0	15
Library Associations	1	0	8	2	11
Information Systems	0	3	2	2	7
Health	1	4	2	0	7
Adjutant General-Military	0	2	4	1	7
Personnel	1	2	2	0	5
Labor and Industrial Relations	0	1	1	2	4
Commerce and Industry	0	2	0	1	3
Corrections	0	3	0	0	3
Court Administration	0	2	0	1	3
Government (Miscellaneous)	0	0	2	1	3
Social Services	1	1	0	0	2
Library Schools	0	0	1	1	2
Other	0	1	4	0	5
TOTAL	16	95	74	34	219

TABLE 14

Number of Respondents That Collect Library or Information Center Statistics or Data Indirectly, by Source: Fall 1971

Source of Statistics or Data	Number	Percent
U.S. Office of Education	10	21
Other State Agencies	8	17
State Library	4	8
State Departments of Education	4	8
State Auditor	3	6
Local Government Agencies	3	6
Other (5 Categories)	10	21
No Response	6	13
TOTAL	48	100

TABLE 15

Number of Respondents That Collect Statistics or Data Directly and/or Indirectly for One or More Types of Libraries or Information Centers by Types of Libraries or Information Centers About Which Statistics or Data Are Collected: Fall 1971

Types of Libraries or Information Centers	Number*	Percent
Libraries in Post-Secondary Educational Institutions	111	21
Public Libraries	87	16
Special Libraries**	82	15
School Libraries (Elementary and Secondary Educational Institutions)	79	15
Institutional Libraries	72	13
Specialized Information or Data Centers	35	7
Library Extension Agencies	27	5
Schools of Library or Information Science	24	5
Other Types of Libraries or Library-Related Organizations (e.g., Library Associations, R.R. Bowker Co.)	14	3
TOTAL	531	100

*Number exceeds total of 244 respondents because some respondents collect data from more than one type of library or information center.
**Includes special libraries in state and federal agencies.

TABLE 16

Number of Respondents That Collect Statistics or Data Directly and/or Indirectly for One or More Types of Libraries or Information Centers by Type of Reporting Agency, Unit, or Organization: Fall 1971

Type of Reporting Agency, Unit, or Organization	Types of Libraries or Information Centers About Which Statistics or Data Are Collected								
	Libraries in Post-Secondary Educational Institutions	Public Libraries	Special Libraries*	School Libraries**	Institutional Libraries	Specialized Information or Data Centers	Library Extension Agencies	Schools of Library or Information Science	Other Types
Accrediting Associations	14			3	1			2	4
Adjutant General - Military	1	5	2		2	1			1
Commerce and Industry	2	3	2	1		1			
Corrections					6				
Court Administration			3						
Education	12	9	9	45	13	7	4	3	1
Federal-State Relations (Coordinators)	1		2		1				
Finance	14	18	17	7	8	7	3	5	1
Government (Miscellaneous)	3	2	3	1		1		1	
Health			3	1	3	2			
Higher Education	33		1	2				2	
Highways (Safety Coordinators)	1		1						
Information Systems	2	1	2	2		4	1	2	2
Labor and Industrial Relations	3	3	3	3	3	2	2	2	2
Library (Law)			1						
Library (State)	15	34	20	8	26	3	11	1	2
Library Associations	6	6	6	1	3	2	3	4	
Library Schools	1	2	1	1				1	
Personnel	1	3	3	2	3	2	1		1
Planning	2	1	2	2	1	1	2	1	
Public Utility and Railroad Regulation			1			1			
Social Services					2	1			
TOTAL	111	87	82	79	72	35	27	24	14

*Includes special libraries in state and federal agencies.
**Includes elementary and secondary educational institutions.

TABLE 17

Number of Respondents Directly or Indirectly Collecting Library or Information Center Statistics or Data That Do or Do Not Intentionally Impose Limitations on Their Collection Activities: Fall 1971

Limitations	Number	Percent
Some Limitations Imposed (Limited to Specific Types of Statistics or Data - 93; Limited to Specific Types of Libraries - 35; Other Limitations - 7.)*	117	48
No Limitations	105	43
No Response	22	9
TOTAL	244	100

*Some respondents impose more than one type of limitation.

TABLE 18

Number of Respondents That Directly or Indirectly Collect Library or Information Center Statistics or Data, by Major Purposes for Collecting: Fall 1971

Purposes	Number*
Financial Planning, Review, Justification	81
Measure Library Use, Effectiveness, and Needs	63
Planning (unspecified)	57
For Publication or Dissemination	47
Required by Law	22
Accreditation and Certification	20
For Purposes of Comparison and Development of Standards	23
Reporting and/or Applying to HEW or Other Federal Government Agencies	20
Research (unspecified)	9
To Determine Staffing Patterns and Characteristics	7
To Provide Central Information Source	6

*Some respondents collect statistics or data for more than one of the purposes listed.

TABLE 19

Number of Respondents That Directly or Indirectly Collect Library or Information Center Statistics or Data, by Type of Responding Agency or Organization and Purposes for Collecting Statistics or Data: Fall 1971

Type of Agency or Organization	Purposes for Collecting Statistics or Data										
	Financial Planning, Review, Justification	Measure Library Use, Effectiveness, and Needs	Planning (unspecified)	For Publication or Dissemination	Required by Law	Accreditation and Certification	For Purposes of Comparison and Development of Standards	Reporting and/or Applying to HEW or Other Federal Government Agencies	Research (unspecified)	To Determine Staffing Patterns and Characteristics	To Provide Central Information Source
Accrediting Associations		5				6	1		1	1	
Adjutant General - Military	2	3	3	3			1			2	
Commerce and Industry	2		2	1							
Corrections	1	1									
Court Administration	3	1	1								
Education	20	9	11	10	9	12	2	9	2		1
Finance	16	2	3	4	3				2		
Government (Miscellaneous)		1	1	1							
Health	3	6					1			1	
Higher Education	14	12	10	6		1	4	9	1	1	
Highways (Safety Coordinators)									1		
Information Systems	2	2	3	5			1				
Labor and Industrial Relations	1			2	1					1	
Library (Law)			1								
Library (State)	8	13	14	9	6		7	2			4
Library Associations	2	5	7	2		1	5		1	1	1
Library Schools							1		1		
Personnel	2			1	1						
Planning	3	1		2	1						
Public Utility and Railroad Regulation	1	1		1	1						
Social Services	1	1	1								
TOTAL	81	63	57	47	22	20	23	20	9	7	6

TABLE 20

Number of Respondents Directly or Indirectly Collecting Library or Information Center Statistics or Data That Do or Do Not Submit These Statistics or Data to Other Organizations: Fall 1971

Do Submit to Other Organizations	Number	Percent
Yes	134	55
No	90	37
No Response	20	8
TOTAL	244	100

TABLE 21

Number of Respondents Directly or Indirectly Collecting Library or Information Center Statistics or Data That Do or Do Not Perform Machine Processing: Fall 1971

Do Perform Machine Processing	Number	Percent
Yes	84	34
No	136	56
No Response	24	10
TOTAL	244	100

TABLE 22

Number of Respondents Directly or Indirectly Collecting Library or Information Center Statistics or Data That Do or Do Not Plan Changes in Statistical Programs Within the Next Year: Fall 1971

Do Plan to Change Statistical Program Within Next Year	Number	Percent
Yes	60	24
No	158	65
No Response	26	11
TOTAL	244	100

TABLE 23

Number of Respondents Directly or Indirectly Collecting Library or Information Center Statistics or Data That Report Difficulties or Inadequacies Encountered in Collecting, Processing, or Analyzing Data, by the Nature of the Difficulties or Inadequacies Encountered: Fall 1971

Nature of Difficulty or Inadequacy	Number*
Inaccurate, Inconsistent, or Incomplete Source Data	105
Slowness of Processes Involved	37
Inadequate Use or Dissemination of Results	26
Inadequate Collection Methods or Forms	20
Inadequate Staff and Time	18
Inadequate Outputs Due to Programming or System Design	14
Insufficient Access to Computers and Other Computer Problems	11

*117 of the 244 respondents did not report any major difficulties or inadequacies; many of the remaining 127 respondents (52 percent) reported more than one type of major difficulty or inadequacy.

TABLE 24

Number and Percent of Respondents That Do or Do Not Maintain Their Own Library: Fall 1971

Do Maintain Own Library	Number	Percent
Yes	829	39
No	1,243	58
No Response	61	3
TOTAL	2,133	100

TABLE 25

Number and Percent of Respondents Maintaining Their Own Library That Do or Do Not Collect Statistics or Data About Their Libraries: Fall 1971

Do Collect Statistics or Data	Number	Percent
Yes	442	54
No	368	44
No Response	19	2
TOTAL	829	100

TABLE 26

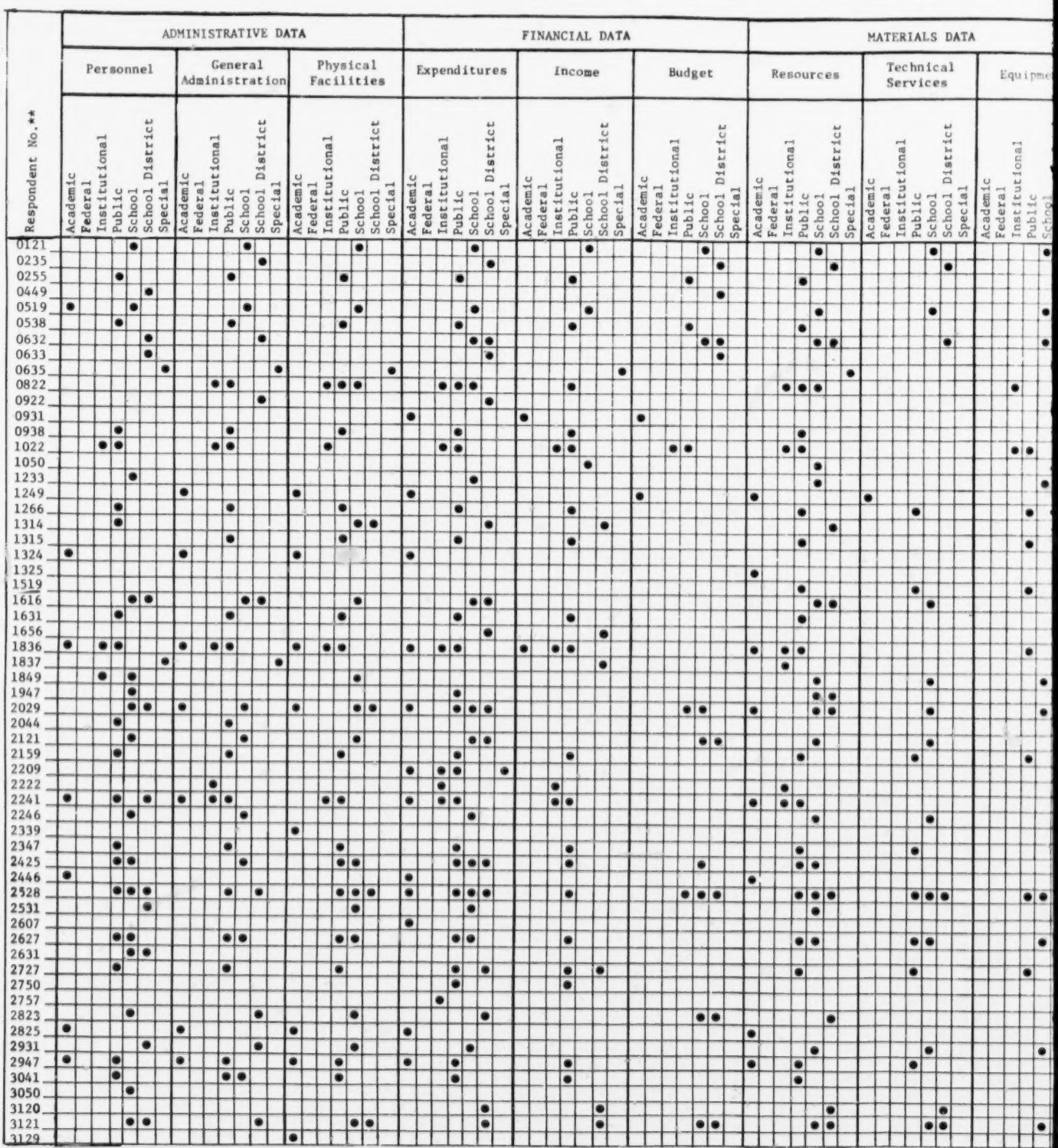
Number of Respondents That Collect Administrative, Financial, Materials, and Public Services Data, by Types of Data Collected and Types of Libraries or Information Centers From or About Which Data Are Collected: Fall 1971*

Types of Data Collected	Total No. of Respondents	Types of Libraries or Information Centers						
		Academic	Federal	Institutional	Public	School	School District	Special
Administrative								
Personnel	79	23	2	7	36	30	15	10
General Administration	77	22	6	13	40	18	13	11
Physical Facilities	67	13	4	8	35	26	8	2
Financial								
Expenditures	91	31	3	13	41	22	24	13
Income	53	4	0	7	38	3	8	1
Budget	35	8	1	2	11	13	14	0
Materials								
Resources	86	23	7	12	38	30	14	8
Technical Services	40	7	1	0	16	16	6	1
Equipment	32	1	2	4	14	14	3	2
Public Services								
Circulation and Interlibrary Loan	62	10	4	8	37	10	4	4
User Services	52	7	5	5	29	15	3	2

*116 respondents provided usable information for Tables 26 through 38B. Note that the columns and rows do not add up to the indicated totals, because many of the respondents collect more than one type of data and a number of respondents collect data from more than one type of library or information center.

TABLE 27

Respondents That Collect Library or Information Center Statistics or Data by Individual Respondents and the Types of Data Each Respondent Collects From or About Different Types of Libraries or Information Centers: Fall 1971*



*116 respondents provided usable information for this table. The dots (●) appearing in the cells indicate that data are collected.

**A key to the specific respondents identified by these 4-digit numbers appears in Appendix 3.

TABLE 27

Respondents That Collect Library or Information Center Statistics or Data by Individual Respondents and the Types of Data Each Respondent Collects From or About Different Types of Libraries or Information Centers: Fall 1971*

	FINANCIAL DATA																								MATERIALS DATA																								PUBLIC SERVICES DATA																									
	Expenditures								Income								Budget								Resources								Technical Services								Equipment								Circulation and ILL								User Services																									
Special	Academic	Federal	Institutional	Public	School	School District	Special	Academic	Federal	Institutional	Public	School	School District	Special	Academic	Federal	Institutional	Public	School	School District	Special	Academic	Federal	Institutional	Public	School	School District	Special	Academic	Federal	Institutional	Public	School	School District	Special	Academic	Federal	Institutional	Public	School	School District	Special	Academic	Federal	Institutional	Public	School	School District	Special	Academic	Federal	Institutional	Public	School	School District	Special	Academic	Federal	Institutional	Public	School	School District	Special	Academic	Federal	Institutional	Public	School	School District	Special	Respondent No.**
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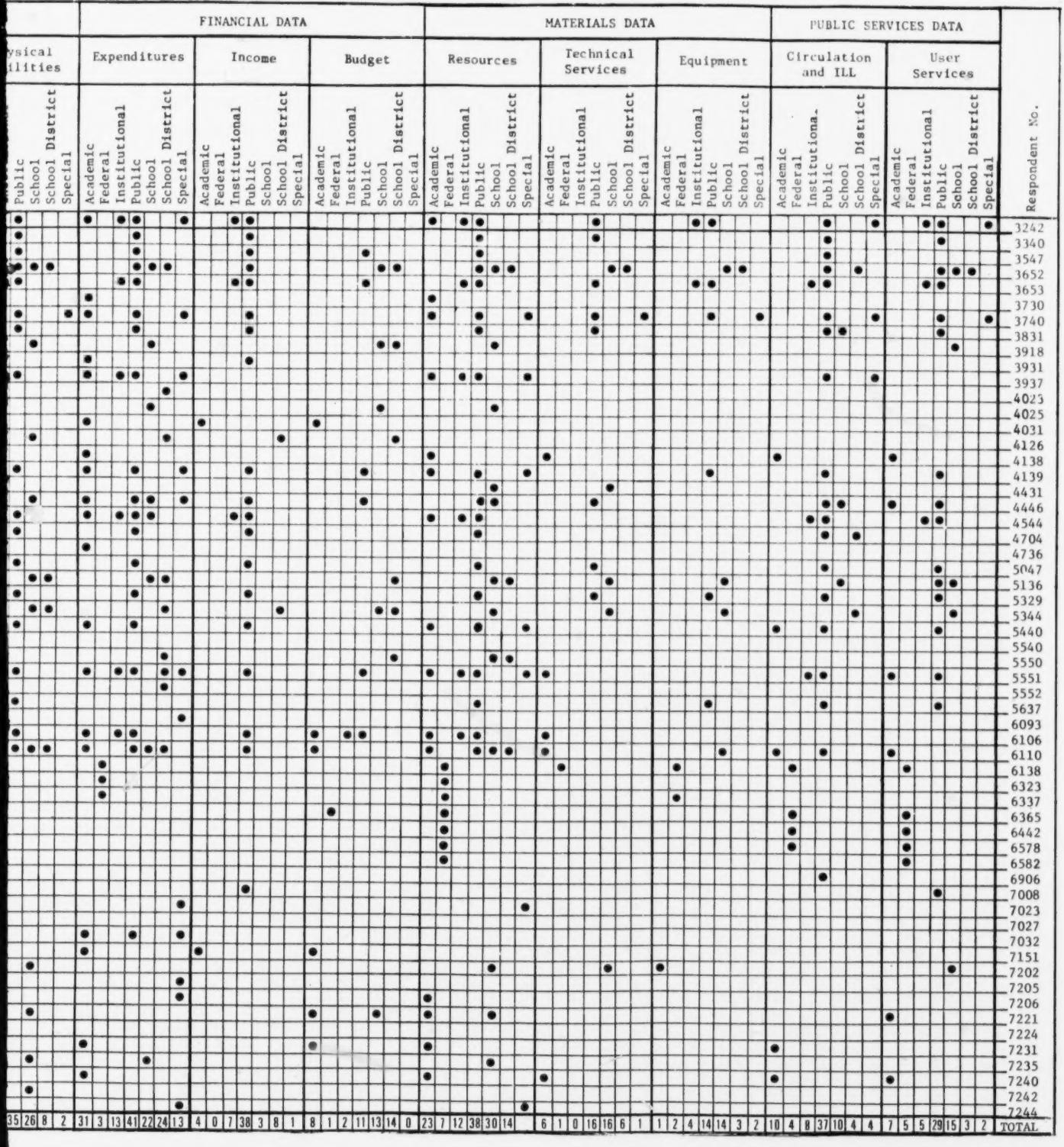
TABLE 27 (Continued)

Respondents That Collect Library or Information Center Statistics or Data by Individual Respondents and the Types of Data Each Respondent Collects From or About Different Types of Libraries or Information Centers: Fall 1971

| Respondent No. | ADMINISTRATIVE DATA | | |

TABLE 27 (Continued)

Respondents That Collect Library or Information Center Statistics or Data by Individual Respondents and the Types of Data Each Respondent Collects From or About Different Types of Libraries or Information Centers: Fall 1971



INTRODUCTORY NOTE TO TABLES 28A THROUGH 38B

With regard to Tables 28A through 38B, the following should be noted:

1. In most instances, the items appearing on the vertical axes in the tables are exact transcriptions of the ways in which types of data are requested on the forms. For example, in several of the tables, we have listed "projectors" in three different ways: Projectors, Filmstrip; Projectors, Slide; and Projectors, Filmstrip and Slide. This is because some agencies request separate information on the individual types of projectors, while other agencies are satisfied with a combined total. We have intentionally and specifically listed items as they are requested, because the whole area of the manner in which data are requested has very important ramifications for the reliability and comparability of statistics now being reported, not to mention the design of model forms for the future.

2. Items of data requested by less than three respondents are not included in any of the tables. A lengthy stringing out of these almost unique statistics would serve no useful purpose insofar as this study is concerned.

TABLE 28A

Number of Respondents That Collect Statistics or Data on Library or Information Center Expenditures, by Specific Types of Expenditure Items and Types of Statistics or Data Collected Concerning These Items: Fall 1971*

Types of Expenditure Items	No. of Respondents	Types of Statistics or Data Collected													
		Total Expenditures	Local Funds	State/Local Funds	State Funds	Federal or State Funds	Federal Funds	Other Funds	Operating Expenditures	Capital Expenditures	Per Capita Expenditures	Balances and Transfers	Preceding Years' Expenditures	Future Years' Expenditures	Other
1. All Items	85	68 (22)	1 (1)	2 (2)		1 (2)	5 (11)	1 (1)	35 (8)	26 (6)	15 (8)	26 (30)	25 (9)	3 (4)	10 (7)
2. Salaries and Wages	62	60 (55)	4 (9)	1 (1)	2 (6)	1 (3)	4 (9)	3 (7)							
3. Books	49	48 (19)	5 (4)		2 (1)	2 (3)	4 (2)	2 (1)							1 (1)
4. A/V Materials	41	40 (7)	5 (1)		1 (1)	1 (1)	5 (9)	2 (2)							
5. Binding/Rebinding	40	38 (2)			2 (1)	1 (1)	3 (2)	1 (1)							
6. Periodicals	33	31 (8)	5 (1)	1 (1)	2 (1)		6 (1)	3 (2)							
7. Supplies	31	30 (5)	2 (1)		1 (1)	1 (1)	2 (1)								
8. Equipment	26	24 (4)		2 (1)	1 (1)		2 (1)								
9. Employee Benefits	24	23 (17)	1 (1)		1 (1)	1 (1)	1 (1)								
10. Contractual Services	22	18 (5)	3 (1)		2 (1)	3 (1)	1 (1)	1 (1)							1 (1)
11. Rent/Rentals	20	19 (6)	1 (1)		1 (1)	1 (1)	1 (1)								
12. Remodelling/ Construction	20	16 (19)	2 (1)			1 (1)	2 (1)	1 (1)							
13. Utilities	19	18 (9)				1 (1)									
14. Mobile Equipment	17	16 (13)	1 (1)		1 (1)	1 (2)	1 (1)		3 (3)						
15. Travel	16	15 (8)				1 (1)									
16. Insurance	13	13 (4)	1 (1)			1 (1)									
17. Building Maintenance and Repairs	13	13 (4)				1 (2)									
18. Periodicals/ Newspapers	13	13 (1)													
19. Films	13	8 (9)	2 (3)				2 (3)	1 (1)							1 (1)
20. Recordings	13	6 (8)	3 (4)		1 (1)		3 (4)	2 (2)							1 (1)
21. Furniture and Equipment	12	12 (6)	2 (2)		1 (1)	1 (1)	1 (1)	1 (1)		1 (1)					
22. Postage, Telephone, etc.	10	8 (5)	1 (1)		1 (1)	1 (2)	1 (1)								
23. Technical Services	8	8 (7)	1 (1)			1 (1)	2 (1)	1 (1)							2 (4)
24. Books and Library Materials	8	8 (1)													
25. A/V Equipment	8	6 (3)						1 (1)							1 (3)
26. Microfilm	8	6 (1)	1 (1)				2 (1)	1 (1)							1 (1)
27. Microforms	8	3 (5)	4 (2)		1 (1)	1 (1)	3 (2)	1 (1)							1 (3)
28. Interest on Loans etc.; Debit Service	7	6 (8)				1 (1)									
29. Publicity, Printing, etc.	7	6 (4)				1 (1)									
30. Membership Dues	6	6 (1)				1 (1)									
31. Administration	6	6 (3)	1 (1)					1 (1)							
32. Programmed Instructional Materials	6	5 (3)	1 (1)				1 (1)								
33. Filmstrips	6	4 (2)	1 (2)				1 (2)								1 (1)
34. Maps, Globes, Charts, etc.	6	3 (4)	2 (5)		1 (1)		2 (5)								1 (1)
35. Books and Periodicals	5	5 (1)													
36. Printed Materials	5	4 (1)					1 (1)	1 (1)							
37. Slides and Filmstrips	5	2 (3)	1 (1)				2 (1)								1 (1)
38. Slides and Transparencies	4	3 (2)	1 (1)				1 (1)								
39. Computer and Automation Services and Materials	4	2 (2)					1 (1)	1 (1)							1 (1)
40. Textbooks	4	2 (1)	2 (1)				2 (1)								
41. Pictures, Prints, etc.	4	2 (2)	1 (1)				1 (1)								1 (1)
42. Freight and Cartage	3	3 (3)													
43. Encyclopedias	3	2 (3)	1 (1)				1 (1)								
44. Newspapers	3	2 (1)	1 (1)				1 (1)								
45. Transparencies	3	2 (3)	1 (1)				1 (1)								
46. Videotapes	3	1 (2)	1 (1)				1 (1)								1 (1)

*91 of the 116 respondents that provided usable information for Tables 26 through 38B collect data on expenditures. In this Table, the numbers indicate how many respondents collect data on each type of expenditure item, and the numbers in parentheses indicate how many different subtypes of data are collected for each general type of data.

TABLE 28B

Number of Respondents That Collect Statistics or Data on Library or Information Center Expenditures, by Major Categories of Expenditures for Which Statistics or Data Are Collected: Fall 1971*

Major Categories of Expenditure Items	No. of Respondents
Materials, Printed	
Books	49
Periodicals	33
Periodicals/Newspapers	13
Books and Library Materials	8
Programmed Instructional Materials	6
Books and Periodicals	5
Printed Materials	5
Textbooks	4
Encyclopedias	3
Newspapers	3
Materials, Audiovisual and Microform	
A/V Materials	41
Films	13
Recordings	13
Microfilm	8
Microforms	8
Filmstrips	6
Maps, Globes, Charts, etc.	6
Slides and Filmstrips	5
Slides and Transparencies	4
Pictures, Prints, etc.	4
Transparencies	3
Videotapes	3
Furniture, Equipment, and Supplies	
Supplies	31
Equipment	26
Mobile Equipment	17
Furniture and Equipment	12
A/V Equipment	8
Capital Expenses	
Rent/Rentals	20
Remodelling/Construction	20
Interest on Loans, etc.; Debit Service	7
Personnel	
Salaries and Wages	62
Employee Benefits	24
Preparations	
Binding/Rebinding	40
Technical Services	8
Other	
All Items	85
Contractual Services	22
Utilities	19
Travel	16
Insurance	13
Building Maintenance and Repairs	13
Postage, Telephone, etc.	10
Publicity, Printing, etc.	7
Membership Dues	6
Administration	6
Computer and Automation Services and Materials	4
Freight and Cartage	3

*91 of the 116 respondents that provided usable information for Tables 26 through 38B collect data on expenditures.

TABLE 29A

Number of Respondents That Collect Statistics or Data on Library or Information Center Resources, by Specific Types of Resources and Types of Statistics or Data Collected Concerning These Resources: Fall 1971*

Types of Resources	No. of Respondents	Types of Statistics or Data Collected: Total Items	Added	Withdrawn/ Missing	No. of Titles	No. of Volumes	By Subject	By Language	Fiction	Nonfiction	Elementary	Secondary	Adult	Juvenile	Young Adult	Easy	Microformat	Purchase/ Subscription	Rentals/ On Loan
1. Books	83	78 (30)	63 (18)	42 (11)	22 (2)	33 (1)	13 (40)	4 (9)	17 (1)	13 (1)	6 (1)	6 (1)	27 (1)	26 (1)	2 (1)	4 (1)		8 (4)	4 (5)
2. Periodicals	67	63 (25)	18 (4)	13 (11)	23 (6)	5 (3)	8 (11)				6 (1)	7 (1)	4 (1)	2 (1)			1 (1)	12 (2)	
3. Newspapers	41	37 (8)	7 (3)	6 (5)	10 (2)	2 (1)	1 (1)	1 (1)					1 (1)	1 (1)			2 (2)	7 (1)	
4. Films	41	38 (9)	21 (5)	18 (8)	5 (2)						2 (1)	2 (1)	2 (1)	2 (1)					5 (2)
5. Filmstrips	36	36 (10)	12 (4)	12 (6)	6 (3)						2 (1)	2 (1)	1 (1)	1 (1)				1 (1)	2 (1)
6. Recordings (tape or disc)	33	30 (7)	15 (5)	12 (6)	3 (1)						2 (1)	2 (1)	1 (1)	1 (1)					
7. Disc Recordings	30	28 (6)	11 (3)	7 (7)	4 (1)		1 (10)		1 (1)				2 (1)	2 (1)					2 (1)
8. Slides	28	27 (10)	8 (4)	9 (7)	5 (2)		1 (10)		1 (1)									1 (1)	2 (1)
9. Microforms	24	20 (4)	11 (3)	5 (5)	3 (1)						1 (1)	1 (1)	1 (1)						
10. Microfilm Reels	24	23 (3)	9 (4)	3 (5)	1 (1)								1 (1)	1 (1)					
11. Maps	23	22 (2)	9 (3)	10 (7)	3 (1)														2 (1)
12. Other A/V (unspecified)																			
Other Nonbooks	21	20 (6)	6 (3)	4 (1)	3 (1)							1 (1)	1 (1)	1 (1)					2 (2)
13. 8-mm Films	18	17 (7)	6 (1)	2 (4)	1 (1)		1 (1)												
14. Tape Recordings	17	17 (4)	4 (1)	3 (4)	3 (1)		1 (10)		1 (1)										2 (1)
15. Transparencies	17	17 (8)	4 (3)	2 (4)	3 (1)		1 (9)		1 (1)										1 (1)
16. Pamphlets	15	13 (4)	8 (1)	8 (5)	3 (2)		1 (5)												
17. Other A/V (specified)	14	14 (5)	7 (3)	5 (6)	2 (2)														
18. Encyclopedias	13	12 (5)	3 (2)	1 (1)															
19. Microfilm	11	10 (5)	3 (1)		2 (2)														
20. Serials	10	8 (6)	3 (1)	2 (3)	4 (2)	1(1)					1 (1)	1 (1)	2 (1)	1 (1)					
21. Art Prints/Art Reproductions	9	9 (5)	4 (2)	3 (5)							1 (1)	1 (1)	1 (1)					1 (1)	
22. Other Printed Materials (unspecified)	9	9 (3)	8 (2)	2 (5)							1 (1)	1 (1)							
23. Maps, Globes, Charts, Graphs, etc.	9	9 (3)	7 (2)	4 (5)							2 (1)	2 (1)							
24. Programmed Instructional Materials	9	9 (6)	6 (2)	3 (5)							1 (1)	1 (1)							
25. Video Tapes/ Kinescopes	9	9 (7)	3 (4)	2 (4)	1 (1)														
26. Documents	8	5 (3)	4 (1)	4 (5)	2 (1)		1 (6)												
27. Filmstrips and Slides	8	8 (2)	7 (1)	4 (1)	1 (1)														
28. Materials for the Blind, etc.	8	5 (4)	2 (2)	2 (2)	2 (1)														
29. 8-mm Film Loops	8	6 (3)	3 (3)	3 (3)															
30. Newspapers and Periodicals	8	7 (5)	2 (3)														1 (1)		
31. Realia/Games	8	7 (3)	2 (2)	1 (1)															
32. Cassettes	7	7 (3)	3 (2)	2 (1)	1 (1)														
33. Globes	7	7 (2)	1 (1)	1 (3)	3 (1)														2 (1)
34. Pictures	7	5 (2)	1 (1)	1 (1)															
35. Framed Paintings/ Pictures/Prints	7	6 (3)	4 (2)	4 (2)	1 (1)														
36. Study Prints	7	6 (3)																	
37. Photographs and Pictures	7	6 (2)	4 (1)	4 (2)															
38. Prof. Materials	7	6 (11)																	
39. Slides and Transparencies	7	7 (3)	4 (1)	4 (5)							2 (1)	2 (1)							
40. Uncataloged Pamphlets	7	7 (2)	4 (3)	3 (3)															
41. A/V Materials	6	3 (2)	1 (1)								1 (1)	1 (1)							
42. Govt. Documents	6	6 (2)	3 (1)																
43. Kits/Multimedia Kits	6	6 (3)	2 (1)	1 (1)			1 (10)		1 (1)										
44. Microfiche	6	6 (3)	4 (3)	4 (3)	1 (1)														
45. All Library Items	5	5 (5)			1 (1)	1 (1)	2 (10)												
46. Charts	5	5 (5)	1 (1)	1 (3)	3 (1)														2 (1)
47. Musical Scores	5	4 (2)	3 (1)	4 (4)	2 (1)														
48. Picture Sets	4	4 (1)		1 (4)	3 (1)														2 (1)
49. Tape Reels	4	4 (3)	2 (2)	2 (2)	1 (1)														
50. Vertical File	4	3 (3)																	
51. Other Printed Materials (specified)	4	2 (1)			2 (1)		1 (6)												
52. Catalogs	3	3 (3)	3 (2)	3 (2)															
53. Manuscripts	3	3 (2)	3 (4)	3 (1)															
54. Prints	3	3 (2)	3 (1)	2 (1)															
55. Technical Repts.	3	3 (1)	1 (1)	1 (1)															

*86 of the 116 respondents that provided usable information for Tables 26 through 38B collect data on resources. In this table, the numbers indicate collect data on each type of resource, and the numbers in parentheses indicate how many different subtypes of data are collected for each general

TABLE 29A

of Respondents That Collect Statistics or Data on Library or Information Center Resources, by Specific Types
ources and Types of Statistics or Data Collected Concerning These Resources: Fall 1971*

	Types of Statistics or Data Collected																					
Missing	No. of Titles	No. of Volumes	By Subject	By Language	Fiction	Nonfiction	Elementary	Secondary	Adult	Juvenile	Young Adult	Easy	Microformat	Purchase/ Subscription	Rentals/ On Loan	Gifts/ Exchanges	Acquired via Federal Programs	Availability	Adequacy	Copyright	Other
(11)	22 (2)	33 (1)	13 (40)	4 (9)	17 (1)	13 (1)	6 (1)	6 (1)	27 (1)	26 (1)	2 (1)	4 (1)		8 (4)	4 (5)	5 (5)	13 (8)	5 (6)	6 (10)	5 (6)	4 (7)
(11)	23 (6)	5 (3)	8 (11)				6 (1)	7 (1)	4 (1)	2 (1)			1 (1)	12 (2)		4 (1)	10 (5)	4 (8)	3 (5)		8 (9)
(5)	10 (2)	2 (1)	1 (1)	1 (1)					1 (1)	1 (1)			2 (2)	7 (1)		5 (2)	1 (1)	3 (3)	1 (1)		4 (7)
(8)	5 (2)						2 (1)	2 (1)	2 (1)	2 (1)					5 (2)		10 (6)	5 (6)	3 (2)		2 (3)
(6)	6 (3)						2 (1)	2 (1)	1 (1)	1 (1)				1 (1)	2 (1)	1 (1)	8 (5)	3 (3)	5 (4)		3 (4)
(6)	3 (1)						2 (1)	2 (1)	1 (1)	1 (1)											
(7)	4 (1)		1 (10)		1 (1)				2 (1)	2 (1)					2 (1)		8 (3)	4 (4)	3 (3)		1 (2)
(7)	5 (2)		1 (10)		1 (1)												4 (2)	2 (2)	4 (3)		3 (3)
(5)	3 (1)						1 (1)	1 (1)	1 (1)					1 (1)	2 (1)	1 (1)	3 (2)	2 (2)	5 (5)		1 (1)
(5)	1 (1)								1 (1)	1 (1)							3 (1)	1 (4)			
(7)	3 (1)																2 (4)		2 (2)		1 (1)
															2 (1)		2 (1)	1 (1)	4 (3)		3 (2)
(1)	3 (1)																				
(4)	1 (1)		1 (1)					1 (1)	1 (1)	1 (1)					2 (2)		1 (1)	3 (4)	2 (2)		1 (1)
(4)	3 (1)		1 (10)		1 (1)												5 (2)	1 (1)	3 (3)		
(4)	3 (1)		1 (9)		1 (1)										2 (1)		3 (1)	2 (2)	3 (1)		1 (1)
(5)	3 (2)		1 (5)												1 (1)		6 (4)	2 (3)	4 (3)		
																	2 (1)		3 (2)	1 (1)	
(6)	2 (2)																				
(1)																	3 (1)		1 (1)		1 (1)
	2 (2)																2 (1)			2 (2)	2 (8)
(3)	4 (2)	1(1)					1 (1)	1 (1)	2 (1)	1 (1)							1 (1)		2 (2)		
							1 (1)	1 (1)	1 (1)					1 (1)							2 (3)
(5)																					
																	2 (2)	1 (1)	2 (2)		2 (2)
(5)							1 (1)	1 (1)													
																	5 (1)	1 (2)			
(5)																					
							2 (1)	2 (1)									6 (2)	1 (2)			
(5)																					
							1 (1)	1 (1)									6 (3)	1 (2)	1 (1)		
(4)	1 (1)																				
(5)	2 (1)		1 (6)														3 (1)	1 (2)	1 (1)		
																	1 (1)		2 (1)	1 (1)	
(1)	1 (1)																				
																	1 (1)	2 (3)	1 (1)		
(2)	2 (1)																				
(3)																		4 (4)			
																	2 (2)		1 (1)		
(1)													1 (1)				1 (1)	1 (2)			1 (1)
(1)	1 (1)																1 (1)	1 (1)	1 (1)		1 (1)
(3)	3 (1)																1 (1)				
(1)														2 (1)			1 (1)	1 (1)	4 (3)		
																		1 (1)			
(2)	1 (1)																				
																	1 (1)	1 (1)	2 (2)		1 (1)
(2)																					
																		1 (1)			
																		4 (2)			2 (1)
(5)							2 (1)	2 (1)									5 (3)				
(3)																					
							1 (1)	1 (1)									1 (2)		1 (1)		1 (1)
																					1 (4)
(1)			1 (10)		1 (1)																
(3)	1 (1)																1 (1)	2 (3)			
	1 (1)	1 (1)	2 (10)																		
(3)	3 (1)																1 (1)				
(4)	2 (1)													2 (1)			1 (1)		1 (1)		3 (8)
(4)	3 (1)																1 (1)		3 (2)		
(2)	1 (1)													2 (1)			1 (1)		2 (1)		
																			3 (2)		
																		1 (1)	1 (1)		
	2 (1)		1 (6)														1 (1)				
(2)																			2 (1)	1 (1)	
(1)																					
(1)																					
(1)																					1 (1)

ble information for Tables 26 through 38 collect data on resources. In this table, the numbers indicate how many respondents
he numbers in parentheses indicate how many different subtypes of data are collected for each general type of data.

TABLE 29B

Number of Respondents That Collect Statistics or Data on Library or Information Center Resources, by Major Categories of Resources for Which Statistics or Data Are Collected: Fall 1971*

Major Categories of Resources	No. of Respondents
Books and Other Printed Materials (Non-Serial)	
Books	83
Pamphlets	15
Encyclopedias	13
Other Printed Materials (unspecified)	9
Documents	8
Uncataloged Pamphlets	7
Government Documents	6
Musical Scores	5
Vertical Files	4
Other Printed Materials (specified)	4
Catalogs	3
Technical Reports	3
Serials	
Periodicals	67
Newspapers	41
Serials	10
Newspapers and Periodicals	8
Microforms	
Microforms	24
Microfilm Reels	24
Microfilm	11
Microfiche	6
Recordings	
Recordings (tape or disc)	33
Disc Recordings	30
Tape Recordings	17
Cassettes	7
Films and Filmstrips	
Films	41
Filmstrips	36
8-mm Films	18
Video Tapes/Kinescopes	9
Filmstrips and Slides	8
8-mm Film Loops	8
Graphic Materials	
Slides	28
Maps	23
Transparencies	17
Art Prints/Art Reproductions	9
Pictures	7
Framed Paintings/Pictures/Prints	7
Study Prints	7
Photographs and Pictures	7
Slides and Transparencies	7
Charts	5
Picture Sets	4
Prints	3
Other Non-Print Materials	
Other A/V (unspecified) Other Non-books	21
Other A/V (specified)	14
Maps, Globes, Charts, Graphs, etc.	9
Realia/Games	8
Globes	7
A/V Materials	6
Other	
Programmed Instructional Materials	9
Materials for the Blind, etc.	8
Professional Materials	7
Kits/Multimedia Kits	6
All Library Items	5
Tape Reels	4
Manuscripts	3

*86 of the 116 respondents that provided usable information for Tables 26 through 38B collect data on resources.

TABLE 30A

Number of Respondents That Collect Statistics or Data on Library or Information Center Personnel, by Specific Types of Personnel and Types of Statistics or Data Collected Concerning These Personnel: Fall 1971*

Types of Personnel	No. of Respondents	Types of Statistics or Data Collected										
		Salaries and Wages	Employee Benefits	FTE	No. Full Time/ Part Time	No. Available Positions/ No. Employees	Work Week/ Schedule	Education	Membership in Associations and Activities	Work Assignments	Work Experience/Other Qualifications	Other
1. Total Staff	44	15 (14)	12 (24)	10 (23)	6 (4)	16 (56)	19 (4)	16 (28)	6 (8)	3 (4)	2 (7)	14 (26)
2. Librarians (unspecified)	43	6 (6)	1 (2)	21 (11)	7 (8)	23 (8)	7 (6)	31 (19)	4 (10)	9 (17)		10 (19)
3. Head Librarians	37	16 (12)	1 (4)	6 (3)	5 (4)	7 (21)	4 (3)	7 (21)			1 (2)	15 (10)
4. Professional Staff (unspecified)	37	12 (11)	6 (9)	20 (23)	11 (6)	19 (28)	9 (8)	14 (22)	2 (8)	1 (1)	1 (1)	5 (8)
5. Sub, Para, Pre, and Nonprofessionals	30	6 (13)	6 (11)	16 (8)	9 (11)	21 (35)	8 (8)	6 (19)	1 (8)	2 (2)	1 (1)	1 (2)
6. Clerical Assistants	27	12 (14)	3 (4)	6 (10)	4 (15)	11 (14)	10 (12)	4 (16)		2 (2)		2 (5)
7. Student, Volunteer, and Other Assistants	21	4 (5)		2 (6)	1 (1)	9 (8)	13 (10)	2 (5)				1 (2)
8. Other Support Staff	15	5 (9)		5 (5)	6 (6)	9 (23)	6 (7)	3 (13)				
9. Other (unspecified)	14	7 (11)		4 (6)	3 (3)	3 (7)	4 (3)	5 (13)	1 (8)	1 (2)	1 (2)	3 (4)
10. Library/Media Aides and Technicians	12	2 (5)		6 (8)	4 (4)	6 (9)	2 (3)	1 (1)				
11. Assistant Librarians	11	6 (5)		2 (3)	3 (3)	4 (12)	3 (3)	5 (8)		1 (4)	2 (4)	
12. Library/Media Specialists	11	1 (3)		5 (10)	2 (1)	2 (3)	6 (7)	7 (14)	1 (3)	2 (6)	1 (3)	2 (8)
13. Certificated	8	1 (2)		6 (13)	3 (3)	2 (3)	1 (3)	1 (2)				
14. Associate/Assistant Head Librarians	7	3 (4)	1 (4)	4 (8)	3 (2)	1 (2)	1 (2)	1 (3)				1 (2)
15. Department Heads and Assistants	6	2 (4)		5 (3)	4 (2)	2 (6)	1 (1)	1 (8)				
16. Branch Librarians	6	4 (4)		3 (2)	3 (2)	2 (1)		3 (11)				
17. Administrative Office	6	2 (4)		3 (2)	3 (2)	1 (7)	2 (2)	2 (4)		1 (1)		
18. Bookmobile	4	3 (3)			2 (3)	1 (6)	2 (2)	3 (9)				
19. Catalogers	4	4 (8)		1 (2)	1 (2)		1 (1)	3 (6)				1 (2)
20. Children/Young Adults	4	3 (4)		1 (2)	1 (2)		2 (2)	4 (7)		1 (2)		
21. Teacher - Library/ Media	3	1 (3)		1 (1)	2 (2)	1 (4)		1 (5)		1 (5)	1 (2)	

*79 of the 116 respondents that provided usable information for Tables 26 through 38B collect data on personnel. In this table, the numbers indicate how many respondents collect data on each type of personnel, and the numbers in parentheses indicate how many different subtypes of data are collected for each general type of data.

TABLE 30B

Number of Respondents That Collect Statistics or Data on Library or Information Center Personnel, by Major Personnel Categories for Which Statistics or Data Are Collected: Fall 1971*

Major Personnel Categories	No. of Respondents
Administrative	
Head Librarians	37
Associate/Assistant Head Librarians	7
Department Heads and Assistants	6
Administrative Office	6
General	
Librarians (unspecified)	43
Professional Staff (unspecified)	37
Assistant Librarians	11
Certificated	8
Teacher-Library/Media	3
Specialty	
Library/Media Specialists	11
Branch Librarians	6
Bookmobile	4
Catalogers	4
Children/Young Adults	4
Nonprofessional Staff	
Sub-, Para-, Pre-, and Nonprofessionals	30
Clerical Assistants	27
Student, Volunteer, and Other Assistants	21
Other Support Staff	15
Library/Media Aides and Technicians	12
Other	
Total Staff	44
Other (unspecified)	14

*79 of the 116 respondents that provided usable information for Tables 26 through 38B collect data on personnel.

TABLE 31

Number of Respondents That Collect Statistics or Data Concerning the General Administration of Libraries or Information Centers, by Major Administrative Categories for Which Statistics or Data Are Collected: Fall 1971*

Major Administrative Categories	No. of Respondents
Client Population	52 (61)
Number	47 (48)
Other	14 (13)
Borrowers	31 (70)
Total Registration/ Borrowers	21 (25)
Fees	11 (6)
Added	9 (7)
Registration Period	9 (2)
Adult	8 (4)
Juvenile	8 (4)
Non-Resident	6 (5)
Withdrawn	5 (5)
Other	10 (13)
Board of Trustees	28 (55)
Name of Board Members	27 (10)
Addresses and Phone Numbers of Board Members	24 (7)
Term in Office	23 (6)
Board Meetings	13 (6)
Selection, Election/ Appointment	11 (7)
Library-related Activities	7 (9)
Other	14 (10)
Geographic Service Area	16 (14)
Size	11 (5)
Name/Location	9 (9)
Governance	14 (7)
Publications and Publicity	13 (59)
Publications	6 (17)
Radio/TV	6 (21)
Newspapers	5 (6)
Other	8 (14)

Major Administrative Categories	
Users/Patrons	11 (12)
Grant Administration	11 (15)
In-Service Training	7 (25)
Friends of the Library	6 (20)
Library Policies	6 (14)
Contractual Arrangements	5 (14)
Cooperative Arrangements	5 (4)
Government Document Depository	3 (6)

*77 of the 116 respondents that provided usable information for Tables 26 through 38B collect data on general administration. In this table, the numbers indicate how many respondents collect data on each type of administrative category, and the numbers in parentheses indicate how many different subtypes of data are collected for each general type of data.

TABLE 32A

Number of Respondents That Collect Statistics or Data on the Physical Facilities of Libraries or Information Centers, by Types of Physical Facilities and Types of Statistics or Data Collected Concerning These Facilities: Fall 1971*

Types of Facilities	No. of Respondents	Types of Statistics or Data Collected										
		Availability	Adequacy	No. of Facilities	Where Located	Sq. Footage/ Space	Construction, Additions, Remodelling	Volume Capacity	Seating Capacity	Service Hours/ Schedule	Rented/Owned	Other
1. Entire Library/Media Center (in general)	67	9 (4)	4 (5)	10 (8)	7 (6)	25 (30)	20 (11)	6 (6)	21 (6)	49 (38)	10 (7)	12 (18)
2. Bookmobiles	30	27 (2)		26 (5)	14 (11)		2 (5)	2 (1)		15 (9)	1 (1)	8 (7)
3. Branches	24			17 (2)	2 (3)	2 (1)	1 (4)			8 (3)	5 (4)	1 (1)
4. Stations, Deposits and Other Satellite Collections	21	4 (3)		12 (8)	10 (10)						5 (2)	
5. Classroom Collections	14	13 (8)		3 (1)		1 (1)						1 (1)
6. Study Areas	14	8 (4)		2 (2)		2 (4)			1 (1)	1 (1)		
7. Reading Rooms	13	7 (5)	1 (1)	2 (2)		1 (1)			8 (4)			1 (1)
8. Conference Areas/ Meeting Rooms	13	8 (2)		1 (1)		4 (5)			2 (1)			1 (1)
9. Workrooms	13	9 (3)		1 (2)		2 (1)						1 (1)
10. Office Space	12	8 (2)	1 (1)			4 (1)						
11. Storage Areas	12	9 (4)		1 (2)		3 (4)						
12. Listening/Viewing Areas	9	8 (2)		1 (1)		1 (1)						
13. Stacks/Shelving	9	2 (4)	3 (3)			5 (1)		1 (1)				
14. Instructional Areas	6	4 (1)		1 (1)					1 (1)			1 (2)
15. Production/Preparation	5	5 (4)										
16. Professional Library	5	5 (2)										
17. Reference Area	3	2 (1)								1 (1)		
18. Darkroom	3	3 (1)										

*67 of the 116 respondents that provided usable information for Tables 26 through 38B collect data on physical facilities. In this table, the numbers indicate how many respondents collect data on each type of facility, and the number in parentheses indicate how many different subtypes of data are collected for each general type of data.

TABLE 32B

Number of Respondents That Collect Statistics or Data on the Physical Facilities of Libraries or Information Centers, by Major Facility Categories for Which Statistics or Data Are Collected: Fall 1971*

Major Facility Categories	No. of Respondents
Service Outlets	
Entire Library/Media Center (in general)	67
Bookmobiles	30
Branches	24
Stations, Deposits, and Other Satellite Collections	21
Classroom Collections	14
Professional Library	5
Public Service Areas	
Study Areas	14
Reading Rooms	13
Conference Areas/Meeting Rooms	13
Listening/Viewing Areas	9
Stacks/Shelving	9
Instructional Areas	6
Reference Areas	3
Processing/Storage Areas	
Workrooms	13
Office Space	12
Storage Areas	12
Production/Preparation	5
Darkrooms	3

*67 of the 116 respondents that provided usable information for Tables 26 through 38B collect data on facilities.

TABLE 33A

Number of Respondents That Collect Library or Information Center Statistics or Data on Circulation and Interlibrary Loan, by Categories of Resources Circulated or Loaned and by Types of Statistics or Data Collected Concerning These Media: Fall 1971*

Types of Media	No. of Respondents	Types of Statistics or Data Collected										
		Whether Circulated	Annual Total	Other Totals	Adult, Young Adult, Juvenile	Fiction/ Nonfiction	Loan Period	Fines, Fees	Other Circulation	Interlibrary Loans to Specific Types of Requesting Facilities	Total Loaned	Interlibrary Loans Borrowed From Specific Types of Facilities	Total Borrowed
1. Books	49		34 (1)	14 (28)	25 (3)	22 (2)	4 (6)	2 (5)	5 (7)	4 (9)	23 (6)	15 (6)	29 (7)
2. Other Items (unspecified)	31	1 (1)	21 (1)	7 (9)	4 (2)					2 (9)	2 (1)		4 (1)
3. Periodicals	27	3 (3)	19 (1)	10 (11)	1 (2)				2 (2)	1 (6)	1 (1)	1 (6)	2 (2)
4. All Media	26	4 (1)	19 (1)	7 (7)	2 (2)		10 (5)	1 (1)	3 (6)		1 (1)		
5. Films	23		17 (1)	6 (6)	1 (2)				4 (8)		2 (1)	3 (3)	2 (1)
6. Recordings	21	1 (1)	19 (1)	5 (5)	1 (2)				1 (1)	1 (1)	4 (1)		4 (4)
7. Prints, Pictures/ Photos	18	1 (1)	16 (1)	1 (3)					1 (1)			1 (2)	
8. Filmstrips	16	1 (1)	13 (1)	2 (4)						1 (1)	1 (1)	2 (2)	2 (2)
9. Slides	15	1 (1)	13 (1)	1 (3)						1 (1)	1 (1)	2 (2)	2 (2)
10. Pamphlets	14		12 (2)	3 (5)					1 (1)			1 (2)	
11. Maps	11	1 (1)	8 (1)	2 (4)								1 (2)	
12. A/V Material	11	2 (4)	5 (1)	2 (2)									2 (1)
13. Microfilm	10	1 (1)	7 (1)	2 (4)					1 (1)				1 (1)
14. Phonograph Records	10	1 (1)	8 (1)	1 (1)									
15. Nonbooks	8	1 (1)	6 (1)								3 (1)	1 (1)	3 (2)
16. Microform Titles	6		6 (1)										
17. 16-mm Films	5	1 (1)	3 (1)	1 (1)									
18. Material for the Blind	5		4 (1)	1 (4)						1 (1)	2 (1)	1 (1)	2 (2)
19. Newspapers	5		3 (1)	1 (5)									1 (1)
20. Printed Materials	5	1 (1)	4 (1)								1 (1)		1 (1)
21. Serials	4		2 (1)							1 (1)	4 (1)	1 (1)	4 (2)
22. Documents	3		1 (1)	2 (4)									
23. 8-mm Films	3	1 (1)	2 (1)						1 (1)				
24. Paperbacks	3			3 (2)									
25. Tape Recordings	3	1 (1)	2 (1)										

*62 of the 116 respondents that provided usable information for Tables 26 through 38B collect data on circulation and interlibrary loan. In this table, the numbers indicate how many respondents collect data on each category of resource, and the numbers in parentheses indicate how many subtypes of data are collected for each general type of data.

TABLE 33B

Number of Respondents That Collect Library or Information Center Statistics or Data on Circulation and Interlibrary Loan, by Major Categories of Resources Circulated or Loaned for Which Statistics or Data Are Collected: Fall 1971*

Major Categories of Media	No. of Respondents
Printed Materials	
Books	49
Periodicals	27
Pamphlets	14
Printed Materials	5
Newspapers	5
Serials	4
Documents	3
Paperbacks	3
Microforms	
Microfilm	10
Microform Titles	6
Recordings	
Recordings	21
Phonograph Records	10
Tape Recordings	3
Film and Filmstrips	
Films	23
Filmstrips	16
16-mm Films	5
8-mm Films	3
Graphic Materials	
Prints, Pictures/Photos	18
Slides	15
Maps	11
Other Nonprint Materials	
A/V Materials	11
Other	
Other Items (unspecified)	31
All Media	26
Nonbooks	8
Material for the Blind	5

*62 of the 116 respondents that provided usable information for Tables 26 through 38B collect data on circulation and interlibrary loan.

TABLE 34A

Number of Respondents That Collect Statistics or Data on the Incomes of Libraries or Information Centers, by Types of Income and by Sources of Income Concerning Which Statistics or Data Are Collected: Fall 1971*

Types of Income	No. of Respondents	Sources of Income																	
		Total Income	Balances	Fund Transfers	Private Funds	Reserve Funds	Total Federal Funds	LSCA Funds	ESEA Funds	NDEA Funds	Other Federal Funds	Total State Funds	State/Federal Funds	Total Local Funds	City/Town Funds	County/Regional Funds	District Funds	Other Local Funds	Other
1. All Types	48	41(19)	25(7)	4(5)	4(1)	4(3)	1(1)					6(5)	2(1)	7(3)		7(7)	4(4)	4(5)	13(13)
2. Grant and Aid	39	2 (2)	1(4)				16(4)	6(5)	9(11)	6(4)	2(1)	21(5)	2(3)		1(1)				2 (1)
3. Appropriation, Levy/Taxation	27	8(10)	1(1)									3(3)		8(3)	16(7)	10(5)	7(8)		
4. Gifts and Donations	25	17(12)																	
5. Fines/Fees	21	21 (8)																	
6. Contractual Service Fees	20	15 (5)					1(1)							1(1)	2(1)	2(1)	1(1)		1 (1)
7. Endowments and Trusts	18	18 (2)																	
8. Investments, Notes, Securities, etc.	14	13(14)	2(1)	2(2)															
9. Rental Collections	11	11 (1)																	
10. Petty Cash	9	5 (1)	3(1)																
11. Interest/Dividends	8	8 (6)																	
12. Other	8	8 (8)																	

*53 of the 116 respondents that provided usable information for Tables 26 through 38B collect data on income. In this table, the numbers indicate how many respondents collect data on each type of income, and the numbers in parentheses indicate how many different subtypes of data are collected for each general type of income source.

TABLE 34B

Number of Respondents That Collect Statistics or Data on the Incomes of Libraries or Information Centers, by Major Categories of Income Sources for Which Statistics or Data Are Collected: Fall 1971*

Major Categories of Income Sources	No. of Respondents
Appropriations and Grants	
Grant and Aid	39
Appropriation, Levy/Taxation	27
Fees	
Fines/Fees	21
Contractual Service Fees	20
Rental Collections	11
Earnings	
Investments, Notes, Securities, etc.	14
Interest/Dividends	8
Gifts and Endowments	
Gifts and Donations	25
Endowments and Trusts	18
Other	
All Types	48
Petty Cash	9
Other	8

*53 of the respondents that provided usable information for Tables 26 through 38B collect data on income.

TABLE 35A

Number of Respondents That Collect Statistics or Data on Library or Information Center User Services, by Specific Types of User Services and Types of Statistics or Data Collected Concerning These Services: Fall 1971*

Specific Types of User Services	No. of Respondents	Types of Statistics or Data Collected						
		Frequency	Availability	Staff Involved	Users	Where Located	General Description	Other
1. Reference Services	30	24 (11)	5 (6)	1 (1)	1 (1)		1 (1)	2 (2)
2. Readers' Services	16	7 (4)	5 (8)	2 (3)	1 (1)		1 (1)	1 (1)
3. Service to Schools	16	2 (6)	9 (12)	2 (2)	7 (7)	1 (3)	5 (6)	1 (1)
4. Film Services	14	7 (14)	3 (3)	1 (1)	9 (5)	5 (5)	1 (1)	1 (1)
5. Library Instruction/ Orientation	14	2 (2)	10 (6)	1 (1)	4 (5)			2 (4)
6. Book Talks and Lectures	12	6 (10)	5 (4)		6 (8)	3 (6)	2 (1)	
7. Children's Services	12	6 (10)	6 (5)	1 (1)	3 (3)	3 (3)	2 (2)	
8. All Services	10		6 (6)	2 (2)	1 (1)		4 (8)	
9. Bibliographies and Bibliographic Services	9	5 (7)	2 (3)					4 (4)
10. Services to Physically and Mentally Handicapped	8		5 (4)		7 (3)		2 (1)	1 (1)
11. Services to Other Special Groups	8	2 (3)	6 (10)		6 (8)	2 (4)		
12. Discussion Groups	8	4 (4)	3 (1)		2 (2)		2 (1)	
13. Exhibits	8	4 (3)	5 (6)		1 (2)	6 (6)		1 (1)
14. Service to Hospitals	7		4 (3)	1 (1)	7 (6)	4 (2)	3 (2)	
15. Service to Community	7	1 (1)	5 (10)	1 (1)	6 (8)	1 (1)	1 (1)	1 (1)
16. Borrowers'/Extended Users' Services	6		5 (10)		1 (3)	2 (3)		1 (1)
17. A/V Services	6		6 (5)		4 (5)	1 (1)		1 (1)
18. Service to Students	5		3 (8)					2 (2)
19. Service to Elderly	5		5 (3)		5 (3)			
20. Service to Disadvantaged and Minorities	4		2 (2)		4 (2)		1 (1)	1 (1)

*52 of the 116 respondents that provided usable information for Tables 26 through 38B collect data on services to users. In this table, the numbers indicate how many respondents collect data on each type of user service, and the numbers in parentheses indicate how many different subtypes of data are collected for each general type of data.

TABLE 35B

Number of Respondents That Collect Statistics or Data on Library or Information Center User Services, by Major Categories of User Services for Which Statistics or Data Are Collected: Fall 1971*

Major Categories of User Services	No. of Respondents
Specific Services	
Reference Services	30
Readers' Services	16
Film Services	14
Library Instruction/Orientation	14
Book Talks and Lectures	12
Bibliographies and Bibliographic Services	9
Discussion Groups	8
Exhibits	8
A/V Services	6
Services to Groups and Institutions	
Services to Schools	16
Children's Services	12
Services to Physically and Mentally Handicapped	8
Services to Other Special Groups	8
Services to Hospitals	7
Services to Students	5
Services to Elderly	5
Services to Disadvantaged and Minorities	4
Other	
All Services	10
Services to Community	7
Borrowers'/Extended Users' Services	6

*52 of the 116 respondents that provided usable information for Tables 26 through 38B collect data on user services.

TABLE 36A

Number of Respondents That Collect Statistics or Data on the Technical Services of Libraries or Information Centers, by Specific Types of Service Operations and Types of Statistics or Data Collected Concerning These Service Operations: Fall 1971*

Specific Types of Service Operations	No. of Respondents	Types of Statistics or Data Collected										
		Policies	Methods	Availability	Frequency	Persons Involved	Centralized Service	Cooperative Service	Commercial/ Contracted Service	Involving Specific Media	Units Processed	Other
1. Selection	20	6 (2)	2 (2)	2 (2)		9 (10)		1 (1)				7 (19)
2. Cataloging	14	4 (3)	3 (5)			2 (2)	4 (2)	1 (1)	2 (5)	2 (17)	3 (10)	
3. Catalog	12	7 (4)	2 (3)	4 (2)						1 (12)		2 (6)
4. Purchasing/Ordering	10	1 (1)		1 (1)	2 (1)		1 (1)	4 (3)	1 (1)	1 (2)		1 (1)
5. Inventory/Accession Records	8	1 (2)	1 (1)	3 (2)	2 (1)					1 (2)		
6. Shelf List	8	2 (1)		5 (1)							1 (5)	
7. Processing	7	1 (1)		2 (2)		3 (3)	6 (4)	1 (1)	5 (6)		1 (1)	1 (1)
8. Rotating/Rental Collections	7		1 (1)	5 (3)	1 (1)				2 (1)		3 (2)	2 (3)
9. Classification	6	1 (1)	5 (5)									
10. Weeding	6	2 (2)	2 (1)		2 (2)							
11. Binding	5	2 (2)					1 (4)			1 (1)	1 (2)	
12. Data Processing	5			2 (2)				2 (1)				1 (7)
13. Technical Services (unspecified)	4			3 (2)				2 (7)				
14. Delivery Service	3		1 (2)	1 (1)	2 (2)							
15. Union Catalog	3	1 (4)		2 (2)						1 (3)	1 (1)	
16. Vertical File	3		2 (1)	1 (3)								1 (1)

*40 of the 116 respondents that provided usable information for Tables 26 through 38B collect data on technical services. In this table, the numbers indicate how many respondents collect data on each type of service operation, and the numbers in parentheses indicate how many different subtypes of data are collected for each general type of data.

TABLE 36B

Number of Respondents That Collect Statistics or Data on the Technical Services of Libraries or Information Centers, by Major Categories of Technical Services for Which Statistics or Data Are Collected: Fall 1971*

Major Categories of Technical Services	No. of Respondents
Acquisitions	
Selection	20
Purchasing/Ordering	10
Cataloging and Classification	
Cataloging	14
Catalog	12
Classification	6
Union Catalog	3
Preparations	
Inventory/Accession Records	8
Shelf List	8
Processing	7
Binding	5
Other	
Rotating/Rental Collections	7
Weeding	6
Data Processing	5
Technical Services (unspecified)	4
Vertical File	3
Delivery Service	3

*40 of the 116 respondents that provided usable information for Tables 26 through 38B collect data on technical services.

TABLE 37A

Number of Respondents That Collect Statistics or Data on Library or Information Center Budgets, by Specific Types of Budget Items and by Sources of Funds Concerning Which Statistics or Data Are Collected: Fall 1971*

Specific Types of Budget Items	No. of Respondents	Sources of Funds													
		County Funds	City/Town Funds	District Funds	State Funds	Non-Federal Funds	Federal or State Funds	Federal Funds	Contractual Arrangements	Current Year's Budget	Preceding Year's Budget	Future Years' Budget	Balance and Transfer	Grants	Total Budgeted
1. Entire Budget	23		2 (4)		2 (2)		1 (3)			4 (5)	2 (4)	11 (7)			5 (5)
2. Books	20	2 (3)	8 (9)	1 (1)	5 (4)	4 (5)		10 (7)	1 (1)	6 (3)		8 (12)	3 (8)	1 (4)	7 (11)
3. Salaries & Wages	16	2 (7)	7 (11)	1 (4)	5 (8)	1 (2)	1 (1)	6 (24)	1 (4)	6 (5)	2 (3)	4 (3)	3 (13)	1 (7)	2 (4)
4. A/V Material, Equipment and Services	15	1 (3)	5 (9)	1 (1)	3 (3)	5 (5)	1 (1)	8 (20)	1 (1)	6 (4)	2 (5)	7 (16)	2 (7)	1 (4)	4 (5)
5. Newspapers, Periodicals and Serials	14	2 (4)	3 (6)	1 (1)	3 (2)	2 (1)		5 (8)	1 (1)	3 (4)	1 (4)	6 (9)	2 (8)	1 (4)	3 (7)
6. Equipment	10	3 (7)	5 (7)	1 (5)	5 (3)		1 (1)	5 (14)	1 (5)	6 (11)		3 (2)	3 (16)	1 (8)	2 (2)
7. Supplies	10	2 (5)	3 (5)	1 (2)	1 (2)	1 (2)	1 (1)	4 (16)	1 (2)	2 (2)	1 (1)	4 (4)	1 (8)	1 (5)	1 (1)
8. Library Materials (in general)	8	1 (2)	3 (5)	2 (4)	2 (2)	1 (1)		2 (7)	1 (2)	2 (2)	1 (1)	3 (5)	2 (8)	1 (5)	
9. Contractual Services	7	1 (1)	3 (3)	1 (1)	2 (2)		1 (1)	4 (11)	1 (1)	3 (2)			2 (7)		1 (1)
10. Binding	6	2 (4)	3 (7)	1 (1)	3 (2)			1 (5)	1 (1)	2 (2)		1 (1)	2 (8)	1 (4)	
11. Travel	5	1 (1)	2 (3)	1 (1)	2 (4)		1 (2)	3 (9)	1 (1)	1 (3)		1 (2)	2 (10)	1 (4)	
12. Recordings	5	1 (1)	1 (1)	1 (1)	1 (1)		1 (2)	3 (7)	1 (1)			2 (10)	1 (7)	1 (4)	2 (7)
13. Printed Materials	5		1 (1)			1 (1)		2 (3)		1 (1)	1 (1)	4 (6)			2 (4)
14. Technical Services	5		1 (1)		1 (1)			3 (5)		1 (1)		2 (3)	1 (1)		2 (4)
15. Publicity and Printing	4	2 (3)	2 (3)	1 (1)	2 (2)		1 (1)	2 (6)	1 (1)	1 (1)		1 (1)	1 (7)	1 (4)	
16. Communications	4	1 (3)	2 (6)	1 (3)	2 (4)			2 (6)	1 (3)	1 (2)		1 (3)	2 (11)	1 (7)	
17. Filmstrips, Slides, Transparencies	4	1 (1)	1 (1)	1 (1)	1 (1)			3 (11)	1 (1)	1 (3)		2 (8)	1 (7)		2 (8)
18. Films	4						1 (1)	3 (11)				2 (8)		1 (8)	
19. Buildings and Maintenance	3	2 (9)	3 (15)	1 (9)	3 (11)			1 (14)	1 (9)	2 (6)			2 (15)	1 (13)	
20. Employee Benefits	3	1 (3)	2 (6)	1 (3)	2 (4)			2 (9)	1 (3)	1 (2)			2 (10)	1 (6)	

*35 of the 116 respondents that provided usable information for Tables 26 through 38B collect data on budgets. In this table, the numbers indicate how many respondents collect data for each type of budget item, and the numbers in parentheses indicate how many different subtypes of data are collected for each source of funds.

TABLE 37B

Number of Respondents That Collect Statistics or Data on Library or Information Center Budgets, by Major Categories of Budget Items for Which Statistics or Data Are Collected: Fall 1971*

Major Categories of Budget Items	No. of Respondents
Operating Expenses	
Equipment	10
Supplies	10
Contractual Services	7
Travel	5
Publicity and Printing	4
Communications	4
Buildings and Maintenance	3
Nonprint Materials	
A/V Material, Equipment, and Services	15
Recordings	5
Filmstrips, Slides, Transparencies	4
Films	4
Print Materials	
Books	23
Newspapers, Periodicals and Serials	15
Printed Materials	5
Preparations	
Binding	6
Technical Services	5
Personnel	
Salaries and Wages	16
Employee Benefits	3
Other	
Entire Budget	23
Library Materials (in general)	8

*35 of the 116 respondents that provided usable information for Tables 26 through 38B collect data on budgets.

TABLE 38A

Number of Respondents That Collect Statistics or Data on Library or Information Center Equipment, by Specific Types of Equipment and by Types of Statistics or Data Collected Concerning These Equipments: Fall 1971*

Specific Types of Equipment	Types of Statistics or Data Collected					
	No. of Respondents	Quantity	Adequacy	Availability	Loan/Circulation	Other
1. Projectors, 16-mm	16	15 (6)[1/]			1 (1)	1 (3)
2. Record Players	15	15 (5)		1 (1)	1 (1)	1 (3)
3. Tape Recorders	13	7 (3)		2 (2)	1 (1)	1 (3)
4. Microfilm Readers	12	11 (2)		1 (1)	1 (1)	1 (3)
5. Projectors, Overhead	12	10 (2)		1 (1)	1 (1)	1 (3)
6. Projectors, Filmstrip	12	11 (4)			1 (1)	1 (3)
7. Screens	11	11 (7)		1 (1)	1 (1)	1 (3)
8. Projectors, 8-mm	10	9 (4)			1 (1)	1 (3)
9. Projectors, Opaque	10	9 (2)			1 (1)	1 (3)
10. Cameras	8	6 (15)			1 (1)	1 (3)
11. Filmstrip Viewers	8	7 (2)			1 (1)	1 (3)
12. Projectors, Slide	7	7 (4)		1 (1)	1 (1)	1 (3)
13. Video Tape Equipment	7	5 (4)		1 (1)	1 (1)	1 (3)
14. TV Sets and System	7	7 (2)		2 (2)	1 (1)	1 (3)
15. Copying Machines	6	6 (5)		3 (1)	1 (1)	4 (10)
16. Reader Printers	6	6 (1)			1 (1)	2 (4)
17. Other Equipment (unspecified)	6	2 (3)		1 (1)		1 (1)
18. Duplicating Machines	6	5 (4)			1 (1)	2 (5)
19. Slide Viewers	5	4 (1)			1 (1)	1 (3)
20. Projectors	4	2 (1)		1 (1)	1 (1)	1 (1)
21. Projectors, Slide and Filmstrip	4	4 (1)			1 (1)	
22. Card Catalog	4		1 (1)	3 (2)		
23. Carrels, Dry	4	2 (1)	1 (1)		1 (1)	
23. Carrels, Wet	4	2 (1)	1 (1)		1 (1)	
25. Listening Stations	4	3 (1)			1 (1)	1 (3)
26. Tape Recorders, Cassette	4	3 (1)			1 (1)	
27. Dial Access Stations and Equipment	4	1 (1)	1 (1)	2 (2)	1 (1)	
28. Projectors, 35-mm	3	2 (3)				
29. Bulletin Boards	3			3 (2)		
30. Carpeting	3		1 (1)	2 (1)		
31. Shelving	3		2 (2)	1 (2)		
32. Tape Recorders, Reel	3	2 (1)			1 (1)	

*32 of the 116 respondents that provided usable information for Tables 26 through 38B collect data on equipment. In this table, the numbers indicate how many respondents collect data on each type of equipment, and the numbers in parentheses indicate how many different subtypes of data are collected for each general type of data.

TABLE 38B

Number of Respondents That Collect Statistics or Data on Library or Information Center Equipment, by Major Categories of Equipment for Which Statistics or Data Are Collected: Fall 1971*

Major Categories of Equipment	No. of Respondents
Audiovisual	
Projectors, 16-mm	16
Record Players	15
Tape Recorders	13
Projectors, Filmstrip	12
Projectors, Overhead	12
Screens	11
Projectors, Opaque	10
Projectors, 8-mm	10
Cameras	8
Filmstrip Viewers	8
Projectors, Slide	7
Slide Viewers	5
Dial Access Stations and Equipment	4
Listening Stations	4
Projectors	4
Projectors, Slide and Filmstrip	4
Tape Recorders, Cassette	4
Projectors, 35-mm	3
Tape Recorders, Reel	3
Copying	
Copying Machines	6
Duplicating Machines	6
Microform	
Microfilm Readers	12
Reader Printers	6
Television	
TV Sets and Systems	7
Video Tape Equipment	7
Other	
Card Catalogs	4
Carrels, Dry	4
Carrels, Wet	4
Bulletin Boards	3
Carpeting	3
Shelving	3

*32 of the 116 respondents that provided usable information for Tables 26 through 38B collect data on equipment.

STUDY PHASE 2: PRACTICES IN INDIVIDUAL LIBRARIES, INFORMATION CENTERS, AND SYSTEMS

OBJECTIVES AND METHODS

The second phase of the National Inventory of Library Statistics Collecting Practices involved the examination of practices at the individual library, library system, and information center levels. Our study of these procedures paralleled our investigation of agency and organization practices, in that we wanted to determine (1) the types of statistics or data collected by the individual facilities, both as to general categories and specific data items; (2) the reasons for the collection of statistics and data; (3) the collection methods and mechanisms and the frequency with which they are employed; (4) the statistical reporting and dissemination activities of the facility; (5) the data processing or computer equipment used in statistical activities; (6) the difficulties encountered in the collection or compilation of statistics and data; and (7) the nature and extent of plans for future statistical activity changes.

This second phase of the study is a logical extension of, and natural complement to, the background study of practices at the state and national levels. It provides a different picture or view, in that it focuses on the basic reporting unit rather than the collecting agency or organization to which statistics or data are submitted.

Study Objectives

To provide additional background input for the development of LIBGIS,

the following study objectives were established:

1. To identify specimen or representative libraries, library systems, and information centers presently engaged in recording statistics about their operations and activities.

2. To describe the present data-collection efforts of these facilities in terms of (a) the different types of information collected, and (b) the methods and procedures used to record, collect, process, tabulate, analyze, and disseminate this information.

3. To catalog the problems or difficulties encountered by these libraries and other information facilities in their statistical gathering and reporting activities.

4. To summarize the various plans or intentions for changes in future statistics collection by these facilities.

5. To relate the findings of this phase of the study to the findings of the background study at the national and state levels, so as to indicate areas of consensus or disagreement between what is being recorded at the individual facility level and what is being requested at the state, federal, and national levels.

Phase 2 was very select--an exploratory investigation. A small number of sites, extremely disproportionate to the estimated number of libraries and other information facilities in this country, were visited. Thus, no statistically valid inferences can be drawn. Despite these limitations, however, Phase 2 and Phase 1 together provide important supporting data for

the proposed national reporting system. The total information provided by the two phases presents substantive bases for recommendations both for the design of useful data-gathering forms and for the establishment of an effective data-gathering system.

Development of Study Instruments and Methods for Phase 2

The first step in Phase 2 was development of a checklist of topics for site interviews. This checklist was pretested at five sites, to eliminate useless questions, clarify ambiguous wording, and add substantive new items. After revision and refinement, the checklist was reformatted in the style of an interview guide. Accompanying this interview guide was a supplement that described illustrative materials (forms, reports, etc.) that were requested during the course of the interview. The use of this supplement paralleled its application in the basic study at the state and national levels and served to clarify and enlarge upon submitted materials. The interview guide and the supplement are reproduced in Appendix 2.

The second step in Phase 2 was the identification and selection of specimen libraries, library systems, and information centers. In addition to federal installations, it was determined that sites would be visited in 10 states selected on the basis of the importance and utility of the state-level input. The following states, which collect a broad array of library and information center statistics and which make sophisticated use of this information, were ultimately selected: Illinois, Massachusetts, Minnesota, New York, North Carolina, Ohio, Pennsylvania, Washington, and Metropolitan Washington, D.C.

Sixty-five (65) sites were selected--five each from the 13 categories of libraries, information centers, and library-related organizations identified in Phase 1 of the study. These were: libraries in post-secondary educational institutions, school libraries, public libraries, institutional libraries, federal libraries, state libraries, state agency libraries, other special libraries, specialized information or data centers, schools of library or information science, library extension agencies, library systems, and other types of library-related facilities. An option was provided for adjustment of the 5-to-13 relationship if it became apparent that rigid adherence to the formula would be meaningless or unduly difficult; thus, either more than five or less than five sites in any one category could be visited.

A preliminary list of possible sites was drawn up. The sites were selected on the basis of their probable contribution to the purposes or objectives of this phase of the study. For the most part, they represented facilities well-known nationally or recommended within the individual states. In addition, they represented various types of organizational entities and various sizes of operations. These sites were then reviewed with appropriate personnel within the U.S. Office of Education for their comments and observations. Various other persons also were consulted in the course of developing the list of sites, most particularly those connected with government agencies in the chosen states.

The sites were visited by a team of interviewers over a four-month period. Prior to the visits, the identified sites were contacted by phone for two purposes: to assure that the facility was indeed collecting statistics on its operations and services and, if so, to schedule an appointment.

These initial phone calls resulted in the elimination of 18 of the selected sites simply because they were not collecting statistics.

Constant revision of the list of sites was also necessary because no helpful or informative data were forthcoming from some sites that were visited; for example, 12 sites that "looked good" on paper or by reputation, or "sounded good" over the telephone, became "dropouts" when actually visited. Thus, although Phase 2 reports the results of visits to 65 facilities, interviews were conducted at a total of 77 sites. In sum, a total of 95 sites were contacted either by telephone only, or by both telephone and personal visits.

Analysis, Tabulation, and Presentation of Results

We codified interview results in two ways. Narrative and descriptive reports were first prepared for all of the sites that were visited and found to be acceptable for our study purposes. The information contained in these reports was then categorized in a manner similar to the data coded from the survey instruments and materials received for the basic study at the state and national levels. Secondly, data was categorized and coded from the various illustrative materials gathered during the course of the site visits. A catalog of data elements was compiled, and each facility or site that collected or recorded a specific element was listed. These methods thus allowed us to see both the common and the unique practices among all the sites visited.

STUDY RESULTS

This section highlights the findings of this phase of the study. The detailed results upon which it is largely based are contained in the tables following this part of the report.

Sites Visited and Persons Interviewed

The 65 sites visited and found acceptable can be divided into eight groups as follows: libraries in post-secondary educational institutions and academic consortia, 18 percent; school libraries and instructional materials centers, 9 percent; public libraries and systems, 14 percent; state, regional, and local government agency libraries, 14 percent; federal agency libraries, 14 percent; specialized information and data centers, 5 percent; institutional libraries, 5 percent; and other special libraries, 21 percent. (See Table 1.)

Although we did not intentionally set out to achieve any parities or equivalencies, it is interesting to note that the percentages for certain of the categories closely approximate the nationwide totals for these types of libraries. Thus, it is estimated that some 15 percent of the libraries in the country are academic (post-secondary); our selection involved 18 percent. Similarly, 21 percent of the sites visited were special libraries; these account for 29 percent of the total in the country. Five percent of the sites were medical libraries, which comprise 7 percent of the nationwide total.[1/]

1/ Calculated from statistics in the Bowker Annual of Library and Book Trade Information, 1972.

A total of 41 libraries or other facilities were in the public sector, and 24 were privately controlled. Excluding the various government agency libraries (federal, state, regional, or local), publicly governed installations numbered 23. Thus, the number of sites visited was almost evenly divided between public and private forms of governance.

We should note that one category is missing from the institutional library list, namely, libraries in correctional institutions. Originally, we intended to include at least one such facility in our list. Indeed, we actually visited two and made contact with a third site of this type; two were for adults and one for youths. All three contacts resulted in their being listed as "dropouts." Based on this experience, we decided not to pursue further identification or interviews for this type of library.

One reason for selecting 10 states to visit was to determine whether geographical factors affected how or what an individual library would collect in the way of statistics. No results in any of our interviews, however, gave the slightest indication that geography or locale play any such role.

Ninety-nine persons were interviewed during the course of the visits to the 65 sites. These interviews were conducted either individually or as group sessions. More than one person was interviewed at 19 (29 percent) of the sites. With few exceptions, all interviewees were either administrative heads of the facilities, assistant heads or executive assistants, or other managerial personnel.

Collection and Maintenance of Statistics and Data

All 65 sites interviewed keep statistics or data of one type or

another on their operations, services, and activities. Most of this information is generated by the libraries themselves, although those that are part of a larger institution or other body receive the bulk of their financial data from another unit within the parent body.

The types of statistics or data regularly collected by the sites interviewed vary greatly. This situation is comparable to that found at the national and state agency and organization level during the first phase of this study. Using the same 11 broad types or categories identified previously (see page 12), no site collected all 11 types, 6 collected 10 types, 4 collected 9 types, 4 collected 8 types, 12 collected 7 types, 5 collected 6 types, 13 collected 5 types, 9 collected 4 types, 7 collected 3 types, 2 collected 2 types, and 3 collected 1 type. As before, the variety of data kept on any one type is quite extensive and uneven.

The reasons cited by these libraries and information centers for data collection approximate closely those mentioned by agencies and organizations. Their frequency of citation, however, does not correspond with the order of priorities given at state and national levels. Thus, for example, Reporting Requirements ranks as the number one reason supplied by libraries and information centers, whereas this reason is well down on the list of those cited by agencies and organizations. Note, however, that Financial Justification and Allocation is at the top of the list given by agencies and organizations, and is second on the list provided by the individual libraries and information centers. (See Table 2.)

Related to the question of reporting is the fact that the great bulk of statistics and data collected by libraries and information centers is reported internally only and does not find its way into publicly available

compendia. (See Table 3.) Thus, while much data gathering is going on, the availability of the statistics is quite limited.

The use of data-processing or computer equipment for processing or compiling statistics collected by the libraries or information centers is fairly limited. Hence, most of the data-gathering efforts are being conducted at an elementary level, and sophisticated analyses of the data are seldom made.

It should be noted that the most frequently cited problems encountered in data collecting stem from the inaccuracy, inconsistency, or incompleteness of the data. (See Table 4.) This same reason ranks at the top of the difficulties reported by agencies and organizations. Another problem is the gathering of data on activities for which no valid statistical measures have been devised. Frequently cited examples are reference service data and on-site library usage. In some cases, the individual libraries continue to collect the data on the basis of traditional routines; in other cases, they have simply eliminated these items from their collecting efforts.

Slightly more than one-half of the sites interviewed have no plans to change their statistical program activities unless mandated by higher authority. However, one-third of the remaining sites intend either to add new categories of data gathering, or to change the depth or methods of collection and analysis for the types of data presently being acquired. A number of sites mentioned plans for future automation of their statistical and data-gathering and processing activities. (See Table 5.)

TABLE 1

Number of Libraries and Information Centers Visited, by Types of Sites and Locations of Sites: Summer 1972

Types of Sites	Locations of Sites										Totals	Percent
	Ill.	Md./ DC/ Va.	Mass.	Mich.	Minn.	N.Y.	N.C.	Ohio	Pa.	Wash.		
Special Libraries	2	2		1		8			1		14	22
Academic Libraries and Consortia	1	2	3		1	2	1	1	1		12	18
Federal Libraries		9									9	14
Government Libraries (State and Local)		1		1	2	2			1	2	9	14
Public Libraries	2	2	1			1	1		1	1	9	14
School Libraries		2				1	2		1		6	9
Institutional Libraries	1	1				1					3	5
Information Centers							1	1	1		3	5
TOTALS	6	19	4	2	3	15	5	2	6	3	65	101*

*Rounding of percentages to whole numbers produced a total greater than 100 percent.

TABLE 2

Number of Respondents to Site Interviews, by Major Reasons Given for Collection of Library or Information Center Data or Statistics: Summer 1972

Reasons Given for Collecting Data or Statistics	No. of Respondents*
Reporting Requirements	37
Financial Justification and Allocation	31
Costing, Billing, Accounting/Recordkeeping	22
Personnel Justification and Allocation	19
Evaluate Individual Performance and Workload	14
Management of Library Operations	14
Plan Acquisitions	14
Measure Use, Effectiveness, and Needs	13
Provide Overview of Operations, Identify Trends, etc.	12
Evaluate Library's Overall Performance	11
Measure Production, Productivity	6
Participation in System or Cooperative/Contracted Arrangements	6
Receive Aid, Grant Support, or to Encourage Contributions	5
Accreditation	4
Space Allocation	4
Planning (unspecified)	3
Provide Positive Incentives to Workers	2
Publicity, Promotion	2
Other**	12

*A number of the 65 respondents gave more than one major reason for collecting data.

**Unique reasons cited; e.g., for future reference; identify users; evaluate efficiency of a specific kind of equipment.

TABLE 3

Number of Respondents to Site Interviews, by Destination or Type of Disposition Made of the Data or Statistics Collected: Summer 1972

Destination or Type of Disposition Made	No. of Respondents*
To Administrative Offices of Library or Parent Institution	41
To Boards of Directors, Trustees, etc.	13
To County, Municipal Governments	12
To State Government Agencies, Legislatures, etc.	11
To Executives	8
To the Federal Government (Executive Branch)	8
To the State Library	7
To Members	5
To Similar or Interested Institutions, Systems, etc.	4
To Accrediting Agencies	4
To Library Associations	3
To Congress	3
To Contractors	3
To Principal and Faculty	3
Used In-House Only	2
Other	6

*A number of the 65 respondents reported more than one destination or type of disposition made of the data collected.

TABLE 4

Number of Respondents to Site Interviews, by Major Types of Difficulties Encountered in Collecting or Processing Data or Statistics: Summer 1972

Major Types of Difficulties Encountered	No. of Respondents*
Inaccurate, Inconsistent, Incomplete Source Data	22
Inadequate Staff Time	20
Activities for Which There Are No Valid Statistical Measures	13
Resistance From Staff, Departments, or Members	9
Data Submitted Late or Irregularly	7
Problems With a Specific Type of Data	6
Problems Caused by Use of Data, or by Misinterpretation	6
Undefined Terms	6
Inadequate Outputs -- Insufficient Detail	4
No Comparable Data Available	4
Problems With Computer, Data Processing in General, etc.	3
Does Not Know What Data Are Most Useful, Necessary, Most Often Requested, etc.	3
Other	3

*A number of the 65 respondents reported more than one major type of difficulty encountered.

TABLE 5

Number of Respondents to Site Interviews, by Types of Future Plans for Collecting Data and Statistics: Summer 1972

Types of Future Plans	No. of Respondents*
Add New Categories of Data	13
Change Depth of Collection or Analysis for Existing Types of Data	11
Automate Collection and Processing Procedures	8
Change Collecting or Reporting Mechanisms	5
Review Present Procedures	4
Change Frequency of Collection	3
Use Sampling Techniques	2
Simplify Collection Procedures	2
Other	3
No Future Plans	35

*Slightly more than half (54 percent) of the 65 respondents reported no future plans for modifying, expanding, or otherwise changing their present data-collection practices; of the remaining 30 respondents (46 percent), several indicated that they had plans for more than one type of change or expansion of present practices.

TABLE 6

Number of Respondents to Site Interviews, by Types of Resources for Which Data or Statistics Are Collected and by Types of Statistics Collected Concerning These Resources: Summer 1972*

Types of Resources	Total No. of Respondents	Types of Data or Statistics Collected																	
		Holdings	Added	Withdrawn	Budget	Expenditures	Income	Circulation	Interlibrary Loan	On-Site Use	Cataloged	Recataloged	Reclassified	Processed	Bound	Shelved/Filed	On Reserve	Ordered/ Requested	Other
Books and Other Printed Materials - Nonserial																			
Books	50	6	32	26	2	19	3	17	5	1	11	5	1	5	3	2	2	5	9
Pamphlets	14	1	2	1				5			1	1			5		1		1
Vertical Files	9	2	1	2	1			3			2			1		1			
Government Documents	7	1	3	2		1		2										1	1
Paperbacks	5	1	1					2							1				
Documents	5	1	5	2				2										1	1
Reference Books	4		2		1			2											
Translations	4		4								1			1				1	
Looseleaf Services	4					1										3			
Theses	3		1					1							1				
Musical Scores, Sheet Music	3		2	1				1			2								
Books and Pamphlets	3	1	2					1						1					
Staff Papers	2	1						2										1	
Trade Catalogs	2	2	2																
Books and Documents	2							2											
Exhibition Catalogs	2		2			1													
Books, Reports, Pamphlets	1		1																
Clippings	1													1					
Corporation Records	1	1	1							1									
Photocopied Works	1		1																
Preprints	1		1																
Rare Books	1		1							1				1					
Reports	1							1										1	
Specifications	1		1					1											
Typescripts	1		1																
University Reports	1		1																

*58 (89 percent) of the 65 respondents collect data on resources.

TABLE 6 (Continued)

Number of Respondents to Site Interviews, by Types of Resources for Which Data or Statistics Are Collected and by Types of Statistics Collected Concerning These Resources: Summer 1972

Types of Resources	Total No. of Respondents	Types of Data or Statistics Collected																
		Holdings	Added	Withdrawn	Budget	Expenditures	Income	Circulation	Interlibrary Loan	On-Site Use	Cataloged	Recataloged	Reclassified	Processed	Bound	Shelved/Filed	On Reserve	Ordered/ Requested	Other
Serials																			
Periodicals	41	9	13	4	1	14		23	3	1	1			1	6	2		1	7
Serials	16	3	11	5		5					7	2		4	3			4	4
Newspapers	7	4	3	1		2													1
Newspapers and Periodicals	2					1		1											
Microforms																			
Microfilm	12	2	9	1	1		2	3			4								
Microforms	10	1	5		2	3					2						1		
Microfiche	6	1	5				1			1	2								
Microcards	4	1	2								2								
Recordings																			
Disc Recordings	18	4	10	2	2	2		8	1		5			1			1		
Tape Recordings	8	1	4		1	2		1			2						1		
Cassettes	3	2						1			1								
Films and Filmstrips																			
Films	18	3	10	1	2	2		10	2		1							1	8
Filmstrips	9	1	7		1	1		3			1								
Film Loops	4	1	2					1			1								
Video Tapes	4	1	2		1			1			1								
Film Cartridges	1		1																

Table 6 (Continued)

Number of Respondents to Site Interviews, by Types of Resources for Which Data or Statistics Are Collected and by Types of Statistics Collected Concerning These Resources: Summer 1972

Types of Resources	Total No. of Respondents	Types of Data or Statistics Collected																	
		Holdings	Added	Withdrawn	Budget	Expenditures	Income	Circulation	Interlibrary Loan	On-Site Use	Cataloged	Recataloged	Reclassified	Processed	Bound	Shelved/Filed	On Reserve	Ordered/ Requested	Other
Graphic Materials																			
Slides	8	1	6		1	1		2			1								
Pictures	7	2	1		1			4											
Maps	6	1	5		1														
Transparencies	6	1	4		1			1			1								
Art Prints	3		2								1								
Study Prints	2		2																
Photographs and Prints	1		1																
Prints and Charts	1	1						1											
Viewmasters	1		1																
Other Non-Print Materials																			
A/V Materials	9	3	2	2	2	6		2											
Globes	3	1	2		1														
Realia	2	1			1						1								
Art Objects	1	1			1														
Computer Tapes	1		1																
Models	1										1								
Punch Cards	1		1																
Other																			
Library Material (unspecified)	37	8	24	1	2	9	2			2							5		2
Books and Periodicals	4	1			1	2			1										
Kits	3	1	2		1			2			1								
Archives	3	1	1					2											
Manuscripts	3		3							1				1					
Remote Access Programs	1	1			1														
Programmed Instructional Materials	1	1			1														

TABLE 7

Number of Respondents to Site Interviews, by Types of Data or Statistics Collected on Circulation and Interlibrary Loan: Summer 1972*

Types of Data or Statistics Collected	No. of Respondents
Volume of Circulation	
Circulation (unspecified)	19
By Subject	5
By Method (e.g., mail, delivery service, etc.)	4
Branch or Departmental Circulation	
Outside Institution/ Organization	
Items Discharged	3
By Type of Material	2
By Block of Time	2
Requests Unfilled	2
Average Daily Circulation	1
Highest Daily Circulation During Month	1
Net Gain or Loss	1
Charges With Transaction Card	1
Circulation by Type of Borrower	
Students	7
Faculty Members	6
Field Offices, Branches, etc. (Intralibrary Loan)	5
Staff Members	5
Borrowers' Departments	4
Members/Associates	2
Individuals	2
Adults	1
Young Adults	1
Nonresidents	1
The Public	1
State Employees	1
Registration and Borrowers	
Registration	5
Cards Issued	3
Courtesy Cards Issued	1
Cards Expired	1
Clearances, Registered/Not Registered	1
Debarments	1
New Borrowers	1
Graduate Student Patrons	1
Faculty Patrons	1
Special Transactions	
Circulation of Reserve Material	7
Overnight Circulation	4
Open-Shelf Use of Material	3
Indefinite Loans	2
Renewals	2
Overdue Material	
Overdue Notices Sent	11
Follow-up Overdue Notices	4
Amount of Fines Outstanding	1
Dollar Value of Overdue Material	1
Other Circulation Data	
Borrowers' Identification (i.e., name, department, etc.)	3
Staff Member Handling Transaction	1
Problems With Circulation System	1
Loan Period	1
Amount of Fines Charged	1
Daily Charge for Rental Collection	1
Number of Renewals Permitted	1
Interlibrary Loan	
Items Loaned	20
Incoming Requests	19
Items Borrowed	18
Outgoing Requests	17
Transactions, By Type of Material, e.g., Original Photocopy, etc.	6
Requests Unfilled, Denied	4
Requests Referred Elsewhere	3
Transactions in Process	1
System Transactions, e.g., via NYSILL	1
Items Returned to Lender	1
Transaction Time Elapsed	1
Requests, By Patrons' Department	1
Amount Billed	1

*52 (80 percent) of the 65 respondents collect data on circulation and interlibrary loan.

TABLE 8

Number of Respondents to Site Interviews, by Types of Data or Statistics Collected on User Services: Summer 1972*

Types of Data or Statistics Collected	No. of Respondents
Reference Activities	
Reference Transactions	26
Reference Inquiries Received by Telephone	20
Research Transactions	12
Identification of Inquirer (e.g., Name, Department, etc.)	12
Reference Inquiries Received in Person	12
Reference Inquiries Received by Mail	11
Specific Reference Question	11
Staff Member or Department Assigned to Each Inquiry	7
Time Required to Respond	7
Specific Response	4
Sources Consulted	2
Reference Inquiries Received by Teletype	1
Inquiries Per Unit of Time	1
Accounting Procedure for Each Reference Transaction	1
Inquiries Involving In-depth Research	1
Type of Response (e.g., Bibliography, Analytic Report, etc.)	1
Bibliographic Services	
Bibliographic Searches Performed (e.g., Medline)	6
Current Awareness Service -- Items Processed	2
Current Awareness Service -- Amount of Use	2
Selective Dissemination Service -- Items Processed	1
Readers' Advisory Service	1
Union Catalog Service	1
Requests for Literature (i.e., Printed Information on a Topic)	1
Programs and Activities	
Meetings for the Public	3
Orientation Talks	2
Lecture Tours	2
Story Hours	2
Children's Programs	2
Attendance at Activities	2
Juvenile Group Visits	2
Adult Group Visits	1
School Programs	1
Activities Held	1

*46 (71 percent) of the 65 respondents collect data on user services.

TABLE 9

Number of Respondents to Site Interviews, by Types of Financial Data or Statistics That They Collect: Summer 1972*

Types of Financial Data or Statistics Collected	No. of Respondents			Types of Financial Data or Statistics Collected	No. of Respondents		
	Budget	Expenditures	Income		Budget	Expenditures	Income
Furniture, Equipment, and Supplies				**Operating Expenses**			
A/V Equipment	1			Miscellaneous and Contingency	1	3	
Equipment and Furnishings	3	12		Operating Expenses	1	4	
Materials	1	1		Photocopying	3	9	6
Seating	1			Publicity, Printing, etc.	1	6	
Supplies	3	11		Postage	3	7	
Machine Rental		2		Repairs and Maintenance	1	4	
Capital				Telephone	2	5	
Capital Improvements	1	1		Travel	4	10	
Facilities	1			Bookmobile and Vehicles		3	
Rent	1	4		Building and Grounds		1	
Site and Construction		1		Light and Heat		1	
Interest			1	Exhibits		1	
Tax		2		Overhead		1	
Personnel				Supper Money		1	
Employee Benefits	2	3		Treasurer's Bond and Audit		2	
Overtime	1	1		Publications			2
Media Personnel	1			Bills/Invoices		4	
Salaries	7	12		Petty Cash		3	
Student Wages	3	4		**Other**			
Labor		1		Administration	2	2	
Maintenance Personnel		2		Conferences/Meetings	1	1	
Payroll Transactions	1			State/Federal Projects	1		2
Preparations and Services				Training	1	1	
				Union Catalog	1		1
				Fellowships		1	
				Membership Dues		5	4
				Recruitment		1	
Binding	5	11		Tuition		1	
Consulting Services	2			Fines			7
Computer Services	2	2		Government Funds (State/Federal/local)			4
Film Services	1			Refunds			2
Services (unspecified)	1	2		Funds Transferred		2	
Technical Services	1			Cash Grants	1		
Contractual Services		6	2	All Items (estimated/recommended)	1	3	1
Public Services		1		All Items(unspecified)	5	15	6
Interlibrary Loan		1	1				

*44 (68 percent) of the 65 respondents collect data on finances; however, only 16 (25 percent) collect budget data, 38 (58 percent) collect expenditure data, and 19 (29 percent collect income data.

TABLE 10

Number of Respondents to Site Interviews, by Types of Data or Statistics Collected on Technical Services: Summer 1972*

Types of Data or Statistics Collected	No. of Respondents
Cataloging	
Items Cataloged	25
Items Recataloged	9
Items Cataloged for Branches, Divisions, etc.	7
Added Copies Cataloged	7
Analytics Made	5
Items Cataloged, By Subject	4
Items Searched	3
Items Cataloged, By Type of Medium	2
Items Shelflisted	2
Items Handled By Special Reclassification Project	2
Items Cataloged, By Language	1
Items Cataloged, By Contractor	1
Cataloging Supplied to Outside Agencies	1
Items Precataloged	1
Items Partially Cataloged	1
New Subject Headings Added	1
Entries Established	1
Catalog Card Work	
Cards Filed	17
Cards Typed	14
Cards Reproduced	8
Cards Removed From Catalog	6
Cards Altered	6
Temporary Slips Typed/Filed	4
Card Headings Typed	3
LC Cards Ordered	2
LC Cards Prepared	2
Card Sets Collated	2
Cards Supplied to Members, Departments, etc.	1
Acquisitions	
Items Ordered	5
Items Selected	4
Items Claimed	3
Items Accessioned	3
Order Forms Typed	2
Orders Receipted	2
Statements Received	1

Types of Data or Statistics Collected	No. of Respondents
Processing	
Items Bound	14
Items Processed	7
Items Labelled	7
Items Mended	4
Volumes Prepared for Binding	3
Items Rebound	2
Items Reinforced	2
Items Processed, for Members, Departments, etc.	2
Pockets Typed	2
Items Laminated	1
Items Boxed, Put in Pockets, etc.	1
Items Covered	1
Pockets Pasted	1
Exchanges Processed	1
Items Reserviced	1
Other Operations	
Typing (unspecified)	5
Weeding	5
Filing (unspecified)	4
Corrections Made	3
Letters Written	3
Volume of Mail	3
Trucks Shelved	2
Sections Shifted	2
Trips Made on Messenger Duty	1
Items Removed From Tables	1
Book Carts Checked	1
Shelves Adjusted	1

*43 (66 percent) of the 65 respondents collect data on technical services.

TABLE 11

Number of Respondents to Site Interviews, by Types of Data or Statistics Collected on Library or Information Center Administration: Summer 1972*

Types of Data or Statistics Collected	No. of Respondents
Attendance and Membership	
Attendance	25
Membership	1
Visitors Per Unit of Time	1
Hours	
Weekly Hours of Operation	2
Branch Hours of Operation	1
Hours of Work Week	1
Hours of Research Use	1
Activities and Records	
Amount of Telephone Use	4
Meetings Attended (Nonpublic)	3
Press Releases Issued	2
Exhibits and Displays	2
Consulting Services Provided	1
Field Reports Completed	1
Contracts With Other Departments, Divisions, etc.	1

*30 (46 percent) of the 65 respondents collect data on administration.

TABLE 12

Number of Respondents to Site Interviews, by Types of Data or Statistics Collected on Equipment: Summer 1972*

Types of Data or Statistics Collected	No. of Respondents
Specific Types of Equipment	
Microfilm Equipment Acquired	2
Items Duplicated Via Reader-Printer	2
Requests for Use of Reader-Printer	1
Microfilm/ficha Readers on Hand	1
Circulation of Microfiche Readers	1
Circulation of Projectors	1
Projector Bulbs on Hand	1
Adding Machines Acquired	1
Typewriters Acquired	1
Carousels Placed on Reserve	1
Equipment, Unspecified	
Equipment On Hand	4
Equipment Added	4
Items Serviced/Repaired	1
Requests for Equipment	1
Photocopying	
Photocopies Made/Photocopier Use	18

*29 (45 percent) of the 65 respondents collect data on equipment.

TABLE 13

Number of Respondents to Site Interviews, by Types of Data or Statistics Collected on Personnel: Summer 1972*

Types of Data or Statistics Collected	No. of Respondents
Staff Size	
Professional Employees	5
Nonprofessional Employees	4
Student Assistants	3
Part-time and Temporary Employees	2
Permanent Employees	1
Volunteers	1
Media Aides/Technicians	1
Media Specialists	1
Individual Data	
Hours Worked	18
Leave Taken or Accrued	5
Employee Data (i.e., Position, Number, Unit Assigned, etc.)	2
Administrative Data	
Time Spent, By Operation (e.g., Administration, Cataloging, etc.)	9
Manpower Required, By Operation	3
Salary Range Per Position Category	3
Vacant Positions	2
Employees Per Position Category	1
Average Civil Service Grade	1
Employee Benefits	1
Leave Policy	1
Positions Committed	1
Authorized Positions Filled	1
Staff Paid With Federal/Non-Federal Funds	1
Man-hours Available	1
Staff Members With Specific Degrees	1

*27 (42 percent) of the 65 respondents collect data on personnel.

TABLE 14

Number of Respondents to Site Interviews, by Types of Data or Statistics Collected on Physical Facilities: Summer 1972*

Types of Data or Statistics Collected	No. of Respondents
Physical Plant	
Linear Feet of Shelving Available	4
Furniture Inventory	3
Square Footage	3
Seating Capacity	2
Linear Feet of Shelving Occupied	1
Availability of Lighting, Carpeting, etc.	1
Insurable Value	1
Maintenance	
Square Feet of Space Cleaned	1
Containers Handled	1
Doors Checked for Security	1
Bookmobile	
Miles Traveled	3
Number of Stops	1

*10 (15 percent) of the 65 respondents collect data on physical facilities.

STUDY CONCLUSIONS AND IMPLICATIONS

The actual number of collectors of library and information center statistics and data at present is relatively small. If one contemplates tying together, under LIBGIS, the existing state and national statistics and data mechanisms into a complete network that represents all regions and types of libraries, information centers, and collecting bodies, the small size of this group presents obvious problems. The existing mechanisms do not now give comprehensive coverage; moreover, additional mechanisms would need to be created and implemented. Some of the present collecting agencies and organizations may be reluctant or unable to participate in the LIBGIS program.

One possible solution to this problem would be to establish a program of technical advice and assistance and, where indicated, to establish a program of subsidies or grants which would encourage agencies and organizations to increase the breadth and depth of their collecting activities and which would help to gain the participation and cooperation of additional collecting agencies. Such an approach would help to remedy the lack of staff time for data-collecting activities and would provide needed training assistance in gathering, processing, analyzing, and using statistics. The day when LIBGIS would be fully operational would be postponed to a considerable degree and the LIBGIS data bank might never be comprehensive.

Another approach would be to abandon attempts to enlist the cooperation of reluctant agencies and organizations and, in these cases, to go directly to local systems and sources. This alternative has the drawback of diffuseness and complexity. The expense of doing so on a large scale,

in view of the vast number of possible reporting units that might be involved, also must be considered.

A third approach would be a combination of the first two. Available resources of state, national, and other agencies and organizations would be used and, through continuing technical assistance and financial support, existing efforts would be encouraged and improved, and new participating entities would be added gradually to the system. In the meantime, the National Center for Educational Statistics (NCES) would bear responsibility for data collection from reporting units not included under existing, participating mechanisms. As continuing efforts and support encourage additional agencies and organizations to participate in the LIBGIS program, NCES' role as a direct collector of statistics and data would be diminished.

A remedy for coping with the additional expense involved in this latter approach would be for LIBGIS to initiate, on a regular basis, the direct collection of only those types of key statistics and data that are found to be most prevalent and useful among U.S. libraries and are found to be indicative of library trends and needs. Such surveys would be performed on a sampling basis, the sample being drawn from a cross-section of the types of libraries and in the regions not covered by any existing mechanism.

The type of survey suggested would be similar to that performed by such agencies as the Bureau of Labor Statistics and the Bureau of the Census. By combining data obtained via the sampling techniques and via the efforts of LIBGIS participants, one could envision reliable and useful products such as a Cost of Libraries Index (COLI), an Efficiency of Library Index (EOLI), etc. These indices, prepared nationally, regionally, and for specific

classes of libraries, could be effective and rigorous indicators of trends, of areas of strengths and weakness, and of areas where support is needed.

SUMMARY: STUDY FINDINGS AND RECOMMENDATIONS FOR THE PLANNED NATIONAL REPORTING SYSTEM (LIBGIS)

This section of the report summarizes the major findings of the study and relates these findings to the planning and further development of the national reporting system (LIBGIS), which is now in a pilot stage with agencies in several states presently cooperating with the National Center for Educational Statistics in the collecting of library statistics and data.

Finding No. 1: Library and information center statistics and data now being collected and reported are widely varied. They vary over a broad range of kinds of statistics and data collected and they vary with regard to the level of detail collected. This situation applies both to the data-collecting agencies and to the data-reporting libraries and information centers. Attention should be given to identifying the priority of items to be collected and reported--that is, which items are essential at the national level and which items are needed only at successively lower levels. Several of the tables included in this report should prove helpful for the further development of LIBGIS in that they show which data are most commonly collected; these can be used as the major starting points for the collection of data.

Finding No. 2: The general lack of standard definitions and guidelines for measurement calls into question the entire area of the accuracy, reliability, and comparability of the statistics and data now being collected. While some agencies and organizations do indeed provide definitions and guidelines for measurement, they are in the minority among those that collect data. Even so, among the agencies and organizations that do provide definitions and guidelines, there is little if any agreement as to common

denominators. Definitions and standards for measurement and calculation must be uniform and must be an integral part of the solicitation mechanisms. Logical bases for such standards are the ANSI[1/] and UNESCO[2/] standards for library statistics.

Finding No. 3: The multiplicity of forms now being used by agencies and organizations and by libraries themselves contributes to the confusion in the area of library and information center statistics. Considerable effort should be expended on reducing or eliminating the multiplicity and overlapping of forms, so that the few basic kinds that are essential for collection purposes are in common use. Such basic forms should also be designed so that they can be modified by individual users to reflect local needs. Additionally, there is a need for model forms to be used by libraries and information centers at the data-recording stage, as well as at the reporting stages. Continuing experience with the pilot LIBGIS program should be of great benefit in this area.

Finding No. 4: Understanding of the purposes and motivations for collecting statistics and data should be improved. Common understandings of the purposes for collecting statistics and data are essential precursors to gain the cooperation of agencies and organizations for LIBGIS and for achieving uniformity in collection variables and procedures.

1/ United States of America Standards Institute. USA Standard for Library Statistics. (Z39.7-1968) Approved August 22, 1968. New York, 1968. The Institute is now known as the American National Standards Institute.

2/ UNESCO. Recommendation Concerning the International Standardization of Library Statistics. Paris, 1971.

Finding No. 5: Many agencies and organizations, as well as individual libraries and other information facilities, require assistance for the collection of statistics and data. In some cases, this need takes the form of technical advice and assistance (e.g., in the area of data processing); in other cases, financial support is needed.

Finding No. 6: Various types of the library-related data now being collected are, in a number of instances, being collected only incidental to the gathering of other kinds of data. To avoid unnecessary duplication and to help ensure adherence to collecting standards and definitions, it would be advisable for the LIBGIS developers to divorce library data efforts from other kinds of data-gathering efforts.

Finding No. 7: The unique character of some information centers makes it difficult to incorporate them into a national reporting system. Some, if not most, of these centers collect data which are peculiar to their own operations, with little or no relevance to other information facilities, especially libraries. It is recommended that information centers that cannot meet the specifications defined for a library be excluded from LIBGIS at the present time. When LIBGIS is more fully operational, these elements can be more easily included to give the system more complete coverage.

Finding No. 8: Several national organizations now survey their constituencies on a regular and rigorous basis. A number of these organizations concern themselves with the area of special libraries--a particularly elusive category for data-collecting efforts. Special efforts should be made to enlist their cooperation for LIBGIS.

Finding No. 9: The universe of agencies and organizations that collect library and information center statistics and data is comparatively small. Based upon returns from this survey, and including a percentage of nonrespondents who would also be presumed as data collectors, this universe is estimated to be in the neighborhood of 300 to 350 agencies and organizations. For various reasons, not all of these collecting entities would be ideal or even desirable participants in the LIBGIS program. When the pilot stage of LIBGIS is coming to conclusion and plans are being made to implement the system on a more comprehensive basis, the survey results provide a universe of agencies and organizations which can be drawn upon selectively for enlarging its scope.

Finding No. 10: Comprehensive data collecting among state agencies, as far as library and information center statistics are concerned, is sporadic in many cases. A number of agencies and organizations have already adopted, in whole or in part, LIBGIS-developed and recommended forms and procedures. As previously noted, several agencies are already participating in the pilot LIBGIS program. Nevertheless, it is to be expected that some agencies and organizations will be slow to cooperate with the system and some may never be willing to participate directly. In some cases, the subuniverses of libraries that these noncooperating agencies and organizations represent can be covered and incorporated into LIBGIS through other mechanisms (e.g., through professional library associations, educational associations, and the like). In other cases, it may be desirable (if technically and economically feasible) for the National Center for Educational Statistics to survey certain subuniverses directly, without working through any intermediating, participant agency or organization. Alternatively, it should be observed that there are areas of similarity between the activities of LIBGIS

and such agencies as the Bureau of Labor Statistics and the Bureau of the Census. One practice of such agencies which should be investigated for feasibility is the regular conduct of sampling surveys to collect selected information from target populations. Querying cross-sections of selected subuniverses of U.S. libraries could provide timely, accurate, and uniform statistics and information which would supplement and round out the data bank created and maintained through LIBGIS and its directly participating agencies and organizations.

APPENDIX 1

A BIBLIOGRAPHY OF INFORMATION SOURCES ON LIBRARY AND INFORMATION CENTER STATISTICS AND DATA

The items cited on the following pages represent publications or other end-products which are mentioned in the Agency Profiles (see Volume II). Only those items exclusively or substantially library-related have been included. Publications which are mentioned in the Profiles but do not appear on this list have been excluded because the library or information center statistics or data they contain comprise only a minor or incidental part of the publication.

A BIBLIOGRAPHY OF INFORMATION SOURCES ON

LIBRARY AND INFORMATION CENTER STATISTICS AND DATA

National Coverage

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APPENDIX 2

SURVEY FORMS

Phase 1

Questionnaire

Supplement to the Questionnaire

Phase 2

Interview Guide

Supplement to the Interview Guide

United States Office of Education
National Center for
Educational Statistics

HERNER
COMPANY

Study of Library and Information Center Statistics and Data Practices at the State and National Levels

Survey Questionnaire

Purpose

This survey is being conducted to determine the current and potential activities of agencies and organizations inside and outside of government in the collection and use of statistics and data relating in any way to libraries or information centers. The purpose of this study is *not to survey libraries or information centers, nor to collect actual library or information center statistics or data,* but to determine what types of such statistics or data are (or may be) collected, *on a regular basis,* how they are collected, how they are processed or analyzed, and how they are used and disseminated. The results of the survey will be used to help design a national system to aid in the planning and management of libraries and information centers of all types and levels.

Please be sure to read the Definitions and Instructions before starting to complete the questionnaire.

Definitions

For the purposes of this survey, a *library or information center* is defined as any organized collection of printed books and periodicals or of any other graphic or audio-visual materials, with the services of a staff to provide and facilitate the use of such materials as are required to meet the informational, research, educational or recreational needs of its users. *A library or information center is not to be confused with an office collection or personal collection.*

Library or information center statistics or data are defined as those items pertaining to (1) the administration, operation, resources, activities, or services of a library or information center (e.g., finances, circulation, reference services, acquisitions, staff and staffing, etc.), or (2) other activities related to the development of librarianship and information science.

Instructions

1. This questionnaire should be completed and returned by all agencies and organizations that receive it, *regardless of whether they are presently dealing with library or information center statistics or data.*

2. Although this survey pertains to libraries and information centers, the questionnaire should be completed, if at all possible, by an administrative officer of the addressee agency or organization, and *not by the person(s) directly in charge of the library or information center,* if there is one, for that agency or organization.

3. Complete and return only *one* questionnaire for your specific agency, unit, or organization. Please answer all applicable questions.

4. *All respondents* should answer Questions 1 through 10, and Questions 30 through 32. *Only respondents who answer "Yes" to Question 10* should answer Questions 11 through 29.

5. In answering "write in" questions, please be as complete and specific as possible. *If you are unable personally to answer questions, please have them answered, or have your answers supplemented, by appropriate persons in your agency, unit, or organization.*

6. Please attach additional pages as necessary, indicating the questions to which they apply.

7. Telephone inquiries should be directed to:

Matthew J. Vellucci
(202) 293-2600

8. Return the completed questionnaire and all related material *by October 22, 1971* to:

OE Statistics Project
HERNER AND COMPANY
2100 M Street, N.W.
Washington, D. C. 20037

Part 1: Identification of Responding Agency, Unit, or Organization

1. Official name of your specific agency, unit, or organization.

2. Address _____
Number Street

_____
City State Zip Code

3. Mailing address, *if other than above*.

Number Street

City State Zip Code

4. Person to whom questions about your agency, unit or organization should be addressed.

Dr./Mr./
Mrs./Miss

Name Title

Area Code Telephone Number Extension

5. Person completing this questionnaire, *if other than above*.

Dr./Mr./
Mrs./Miss

Name Title

Area Code Telephone Number Extension

Part 2: Responsibilities and Accounting Systems of Responding Agency, Unit, or Organization

6. Please list the *specific types* of establishments, organizations, institutions, or personnel for which your agency, unit, or organization has regulatory, licensing, accrediting, or certification responsibilities. (Check to indicate none. ☐)

☐ Regulatory:

☐ Licensing:

☐ Accrediting:

☐ Certification:

7. Please describe the exact scope and nature of the responsibilities and functions of your specific agency, unit, or organization.

8. Does your specific agency, unit, or organization use any kind of fiscal or accounting code system to identify costs (capital outlay, operating expenses, or both) pertaining to libraries, information centers, and related activities?

☐ Yes ☐ No (Proceed directly to Q. 10)

9. ***If Yes to Q. 8:*** Is this accounting code system used only by your specific agency, unit or organization, or is it also used by other agencies, units, or organizations?

☐ Only by this agency, unit, or organization.
☐ Used more widely (please specify extent of use beyond your own immediate agency, unit, or organization).

Instructions

Instructions

Please supply one copy of each form used by your agency, unit, or organization to record costs pertaining to libraries, information centers, or related activities. For each item submitted, please fill out and attach a green Supplement sheet (OE Form 2332-1). Be sure to include any written instructions for completing any of the forms.

Part 3: Statistics and Data Practices in General of Responding Agency, Unit, or Organization

10. Are *any* statistics, data, or fiscal information (regardless of their pertinence to libraries or information centers) *regularly or routinely* reported or submitted, *on a formal basis*, to your agency, unit, or organization? *Please exclude statistics or data that you collect about your own immediate agency, unit, or organization.*

☐ Yes ☐ No (Proceed directly to Q. 30)

11. ***If Yes to Q. 10:*** How are these statistics or data obtained or collected?

a. ☐ Via procedures directly initiated by your agency, i.e., through the issuance of survey/report forms or records, or requests/directives not supplemented by forms or records.

b. ☐ Via procedures *initiated by other agencies, units, or organizations*, i.e., through survey/report forms or records, or requests/directives not supplemented by forms or records *issued by others*.

12. Please list the names of any other agencies, units, or organizations (State, Federal, or other) which *regularly or routinely* report statistics or data, *via formal submittal procedures*, to your specific agency, unit, or organization.

13. Please list the specific types of establishments, organizations, institutions, or individuals with which the statistics or data reported to your agency, unit, or organization are concerned. *Please specify all applicable types* (e.g., mental hospitals, general care hospitals).

☐ Establishments (business firms, banks, airports, etc.): (Check to indicate none. ☐)

☐ Organizations (trade and professional associations, technical societies, etc.): (Check to indicate none. ☐)

☐ Institutions (hospitals, schools, prisons, etc.): (Check to indicate none. ☐)

☐ Individuals (nurses, lawyers, engineers, etc.): (Check to indicate none. ☐)

☐ Other types of sources: (please specify)

Part 4: Activities Relating to Library and Information Center Statistics or Data

14. Do the statistics or data *regularly or routinely* reported to your agency, unit, or organization contain any information concerning libraries, information centers, or related activities? *Please refer to the Definitions at the beginning of this questionnaire. Exclude statistics or data that you collect about your own immediate agency, unit, or organization.*

☐ Yes ☐ No (Proceed directly to Q. 30)

15. ***If Yes to Q. 14:*** How are these statistics or data obtained or collected?

a. ☐ ***Directly, via regular procedures initiated by your specific agency:***

☐ From the libraries or information centers themselves.
☐ From the parent institutions or organizations of which the libraries or information centers are a part.

By other direct channels (please specify).

☐ _____
☐ _____
☐ _____
☐ _____

b. ☐ ***Indirectly, via the collection activities of other agencies, units or organizations*** (please specify which agencies, units, or organizations):

☐ _____
☐ _____
☐ _____
☐ _____

Instructions

Instructions

Please supply one copy of each survey or report form used to solicit information, either by your own agency, unit or organization, or by another which in turn submits the information to you. For each item submitted, please fill out and attach a green Supplement sheet (OE Form 2332-1). Be sure to include any written instructions for completing any of the forms.

16. Please check all the types of libraries or information centers from or about which statistics or data are collected or received, and whether these are Federally, State, locally, or privately controlled or sponsored.

(Read the definitions below carefully. If categories other than those listed apply, please specify in the spaces provided. If a given type of library or information center fits more than one category, check only one applicable box in the left margin, e.g., for school libraries in correctional institutions, check either the school or institutional category, not both.)

	Public			
	Federal	State	Local	Private
☐ **Libraries in Post-Secondary Educational Institutions** (institutions offering educational programs above the level of the secondary school).				
☐ Four-year or over (universities, colleges, and independently organized graduate or professional schools)	☐	☐	☐	☐
☐ Two-year (community colleges, junior colleges, technical institutes, and semi-professional schools)	☐	☐	☐	☐
Others (please specify)				
☐ _____	☐	☐	☐	☐
☐ _____	☐	☐	☐	☐
☐ ***School Libraries*** (facilities specifically designed or adapted for study, reading, and use of materials in elementary or secondary educational institutions).				
☐ Elementary (any school below junior high level)	☐	☐	☐	☐
☐ Junior High	☐	☐	☐	☐
☐ Vocational or Technical High	☐	☐	☐	☐
☐ Other Senior High (including four-year and six-year high schools)	☐	☐	☐	☐
Others (please specify)				
☐ _____	☐	☐	☐	☐
☐ _____	☐	☐	☐	☐
☐ **Public Libraries** (libraries established to serve the residents of a given community, district, or region, or by the Federal Government to serve members of the armed forces and their families)	☐	☐	☐	

☐ **Institutional Libraries** (libraries serving either (1) the recreational, educational, informational, rehabilitative, or therapeutic needs of patients, inmates, and residents, or (2) the administrative and professional needs of the institution's staff).

☐ Correctional (inmates)	☐	☐	☐	☐
☐ Correctional (professional staff)	☐	☐	☐	☐
☐ Hospital (patients)	☐	☐	☐	☐
☐ Hospital (professional staff)	☐	☐	☐	☐
☐ Special (*not* mental) Hospital (patients)	☐	☐	☐	☐
☐ Special (*not* mental) Hospital (professional staff)	☐	☐	☐	☐
☐ Mental Hospital (patients)	☐	☐	☐	☐
☐ Mental Hospital (professional staff)	☐	☐	☐	☐
Others (please specify)				
☐ _____	☐	☐	☐	☐
☐ _____	☐	☐	☐	☐

☐ **Special Libraries** (libraries maintained by an association, government service, research institution [excluding university institutes], learned society, museum, business firm, industrial enterprise, chamber of commerce, or any other organized group whose collection is oriented to the subject interests of the sponsor).

- ☐ Federal Libraries (libraries established in and maintained by a Federal agency or unit; *exclude* libraries established by the Federal Government in post-secondary educational institutions, in schools, in institutions, and Federal public libraries or specialized information or data centers, which should be checked under their own indicated categories).
- ☐ State Libraries (libraries established and designated by a State to serve as the central informational facility for government officials and employees).
- ☐ State Agency Libraries, Other than State Libraries (libraries established in and maintained by a State agency or unit; *exclude* libraries established by the State in post-secondary educational institutions, in schools, in institutions, and specialized information or data centers, which should be checked under their own indicated categories).
- ☐ Local Government Agency Libraries (libraries established in and maintained by a local [e.g., municipal, county] government department or office).
- ☐ Other Special Libraries (libraries maintained by business firms, associations, or other organized groups).

☐ **Specialized Information or Data Centers** (facilities established *primarily* for the storage, retrieval, synthesis, analysis, evaluation, or dissemination of *information* or *quantitative data*, rather than *primarily* for the acquisition and dissemination of informational materials)	☐	☐	☐	☐
☐ **Schools of Library or Information Science** (professional schools, departments, or divisions granting a postbaccalaureate degree, for the purpose of preparing students for the library and information science profession)	☐	☐	☐	☐
☐ **Library Extension Agencies** (agencies that promote and coordinate libraries and library services)	☐	☐	☐	
☐ **Other Types of Libraries or Information Centers or Library-Related Organizations** (please specify).				
☐ _____	☐	☐	☐	
☐ _____				

17. With regard to the *types of libraries or information centers* that you checked in Question 16, what gaps exist in your statistics or data-collection program, and what major shortcomings, failures, ambiguities, or other reporting problems do you most frequently encounter? (Check to indicate none. ☐)

_____

_____

18. With regard to the *types of statistics or data* (circulation, readers, items processed, etc.), what major shortcomings, omissions, or inaccuracies do you most frequently encounter in your collecting activities? (Check to indicate none. ☐)

_____

_____

19. In what specific respects do you *intentionally limit* the library or information center statistics or data you collect or receive? *(This could be limitations on kinds of libraries or information centers, kinds of statistics or data, kinds of respondents, etc.)* (Check to indicate none. ☐)

_____

_____

_____

20. Please name the *three major purposes* for which your agency collects library or information center statistics or data.

1. _____
2. _____
3. _____

21. Please indicate any *major* difficulties encountered in the *use or application* of the statistics or data you collect.

_____

22. To which specific agencies, units, or organizations (other than your own) are the library statistics or data that you collect *officially* reported or submitted? (Check to indicate none. ☐)

_____

Instructions

Instructions

Please supply a sample copy of each type of end-product of your statistics or data collection activities (reports, directories, compendia, etc.). For each item submitted, please fill out and attach a green Supplement sheet (OE Form 2332-1).

23. Is any card sorting and tabulating or computer equipment presently used for the processing, tabulation, or analysis of the statistics or data collected or received?

☐ Yes ☐ No (Proceed directly to Q. 25)

24. ***If Yes to Q. 23:*** In what machine-readable form(s) (punched cards, magnetic tape, etc.) are the statistics or data you collect retained or stored? (Check to indicate none. ☐)

_____

25. What specific changes in the collection, processing, or dissemination of library or information center statistics or data are contemplated or planned within the next twelve months? (Check to indicate none. ☐)

_____

26. Please indicate any major difficulties encountered in the processing, tabulation, or analysis of the collected statistics or data. (Check to indicate none. ☐)

_____

27. Please give the total number of professional and nonprofessional *in-house* staff (full-time equivalent, including fractions), engaged *by your specific agency, unit, or organization*, in the collection, processing, tabulation, or analysis of library or information center statistics or data (e.g., If the official workweek is 40 hours and the sum of the hours per week worked by the staff is 530, this means a full-time equivalent staff of 13.25.).

28. Please give the *latest available* estimate of the total annual operating expenditure *of your specific agency, unit, or organization* in connection with its library or information center statistics or data activities, and indicate the fiscal year (FY) for which you are responding. *Please exclude capital expenditures.*

Amount: $ _____ FY: 19 ____

29. What other agencies, units, or organizations, inside or outside of government, also collect statistics or data relating to the libraries or information centers from or about which you collect?

_____

_____

_____

_____

Part 5: The Library of Your Agency, Unit, or Organization

30. Does your agency, unit, or organization *itself* maintain one or more libraries or information centers, or have responsibility for a library or information system or network? *Please refer to the Definitions at the beginning of this Questionnaire.*

☐ Yes ☐ No (Proceed directly to the Final Instructions)

31. ***If Yes to Q. 30:*** Does this library or information center *regularly or routinely* keep or maintain statistics or data about any aspects of its operation?

☐ Yes ☐ No (Proceed directly to the Final Instructions)

32. To which specific agencies, units, or organizations (other than your own) are these statistics or data *officially* reported or submitted? (Check to indicate none. ☐)

_____

_____

_____

Instructions

Instructions

Please supply one copy of each form, record, or tally sheet used in the collection or maintenance of these statistics or data. For each item submitted, please fill out and attach a green Supplement sheet (OE Form 2332-1). Be sure to include any written instructions for completing any of the forms.

Final Instructions

Final Instructions

Please check to see that you have answered all applicable questions as completely as possible, and that you have attached completed green Supplement sheets (OE Form 2332-1) to all requested forms, instructions, or reports submitted in response to the boxed instructions following Questions 9, 15, 22, and 32.

Together with the completed questionnaire and Supplement sheets, please enclose *one* copy each of the latest *annual report and organization chart* for your specific agency, unit, or organization, and any other item that may be helpful in describing your organization and its activities.

Return the completed questionnaire and all related material by October 22, 1971 to:

OE Statistics Project
HERNER AND COMPANY
2100 M Street, N.W.
Washington, D. C. 20037

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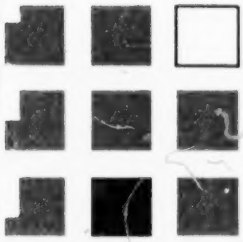
OMB No. 51-S71029
Approval Expires Dec. 31, 1971



United States Office of Education
National Center for
Educational Statistics

HERNER & COMPANY

Study of Library and Information Center Statistics and Data Practices at the State and National Levels

Supplement to Survey Questionnaire

This attachment should be *stapled to each form, publication, or report* submitted in response to the boxed instructions following Questions 9, 15, 22, and 32 in the questionnaire. *Please fill in all appropriate information. Where there are written instructions for completing reporting or survey forms, these should be submitted along with it.*

A. **Name of agency, unit or organization:**

☐ *Submitting* the attached form or document _____

☐ *Issuing* the attached form or document _____

B. **Complete Section B only if the attached item is a Reporting or Survey Form.**

Frequency or periodicity of data requested. ☐ Monthly ☐ Quarterly ☐ Annually ☐ Biennially

☐ Other (please specify) _____

Specify: Type(s) of library(ies) or organization(s) reporting on the attached form.	Public			Private
	Federal	State	Local	
_____	☐	☐	☐	☐
_____	☐	☐	☐	☐

Specify: How the libraries or organizations expected to complete or report on the form were selected.

_____

_____

Specify: Total number of possible respondent libraries or organizations _____; total number to which the form is (was) sent _____; total number of responses actually received *the last time the form was distributed* _____

Reason(s) for collecting the statistics or data covered in the form.

☐ Statutory requirement
☐ Voluntary effort (no statutory requirement or regulation or directive)
☐ Administrative regulation or directive

Others (please specify)

☐ _____

☐ _____

C. **Complete Section C only if the attached item is a Publication or Report.**

The attached item is:

☐ Available to any requester

☐ For limited distribution

To whom? _____

Other (please specify)

☐ _____

January 26, 1972

UNITED STATES OFFICE OF EDUCATION
NATIONAL CENTER FOR EDUCATIONAL STATISTICS

Study of Library and Information Center
Statistics and Data Practices
at the Local and Regional Levels

Interview Guide

My name is _____. I'm with the firm of Herner and Company in Washington, D.C. We have a contract with the U.S. Office of Education to study the statistics and data-gathering practices of American libraries and library systems. By statistics and data we mean such things as sizes of collections, numbers of acquisitions, rates of circulation, budgetary allocations and expenditures, and so forth--the kinds of information that libraries or library systems generally collect about their activities. I'd like to ask you some questions about how you and your organization handle these types of statistics and data.

1. First of all, do you personally collect or receive any statistics or data about your library operation?

☐ Yes ☐ No (Skip to Q.15.)

2. If yes: This is a list of types of statistics or data that libraries commonly keep. (Hand over list.) Which types on the list do you collect or receive on a regular basis, and what other types, not on the list, do you also collect?

☐ Administration (e.g., hours of service, news releases, press releases)

☐ Circulation and Interlibrary Loan (e.g., types and volume of materials circulated, to whom circulated, from whom borrowed?)

☐ Collections and Resources (e.g., size and growth of materials, kinds of materials)

☐ Equipment (e.g., general and office, A/V, data processing)

☐ Finances (e.g., income, expenditures, budget)

☐ Personnel and Staffing (e.g., positions, employees, hours worked)

☐ Physical Facilities (e.g., existing plants, construction activities, maintenance)

☐ Readers' Services (e.g., reference, literature searches, services to special groups)

☐ Technical Services (e.g., acquisitions/withdrawals, cataloging, processing)

☐ User Information (e.g., population served, number of borrowers, occupation)

Other(s) (specify/record)

☐ _____

☐ _____

☐ _____

☐ _____

☐ _____

3. How frequently do you collect each type of statistics or data? (Hand over list again and fill in applicable frequencies.)

a. Daily	f. Semimonthly	Other(s) (specify/record)
b. Weekly	g. Quarterly	k. _____
c. Biweekly	h. Semiannually	l. _____
d. Monthly	i. Annually	m. _____
e. Bimonthly	j. Biennially	n. _____

Administration _____

Circulation and Interlibrary Loan _____

Collections and Resources _____

Equipment _____

Finances _____

Personnel and Staffing _____

Physical Facilities _____

Readers' Services _____

Technical Services _____

User Information _____

Other(s) (specify/record)

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

4. How do you obtain each of these kinds of statistics or data? (Fill in method for each type.)

Administration_____

Circulation and Interlibrary Loan_____

Collections and Resources_____

Equipment_____

Finances_____

Personnel and Staffing_____

Physical Facilities_____

Readers' Services_____

Technical Services_____

User Information_____

Other(s) (specify/record)

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

5. If forms are mentioned in Q.4, ask for copies and complete green sheet for each. Skip to Q. 7. If forms not mentioned: Do you use any forms in collecting these statistics or data?

☐ Yes ☐ No (Skip to Q.7.)

6. If yes: Could I have copies? (Complete green sheet for each.)

7. This is a list of reasons or purposes for which libraries collect statistics or data about themselves. (Hand over list.) Which of these reasons or purposes apply to your situation, and what other reasons or purposes can you add to the list?

☐ Budgetary

☐ Accounting

☐ Evaluation

☐ Planning

☐ Reporting

☐ Statutory/Required

☐ Comparison with similar libraries

Others (specify/record)

☐ _____

☐ _____

☐ _____

☐ _____

☐ _____

8. Do you use any sort of data processing equipment for handling these statistics or data?

☐ Yes ☐ No (Skip to Q.10.)

9. If yes: What specific type or types?_____

_____

10. Do you send or distribute your statistics or data to anyone outside your library?

☐ Yes ☐ No (Skip to Q.14.)

11. If yes: Can you tell me the specific individuals or agencies to whom you send them on a regular basis? (Record as completely as possible.)

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

12. This is a list of physical forms or end-products in which library statistics or data are commonly distributed. (Hand over list.) Which of these forms of distribution do you use, and can you add any other items to the list?

☐ Statistical compendium

☐ Annual report

☐ Summary tabulation sheets

☐ Descriptive materials (e.g., news releases, brochures)

Others (record)

☐ _____

☐ _____

☐ _____

☐ _____

☐ _____

13. Can I have copies of these end-products or outputs? (Complete green sheet for each.)

14. What problems or difficulties have you encountered in obtaining statistics or data relating to the operation of your organization? (Record as completely as possible.)

_____

_____

_____

_____

_____

_____

15. What future plans do you have in regard to statistics or data about your library?

_____

_____

_____

_____

_____

_____

16. Can you give me the names and positions of any other key persons in your organization who collect, receive, or in any way deal with operating statistics or data?

Name_____

Position_____

Name_____

Position_____

Name_____

Position_____

Name_____

Position_____

Name_____

Position_____

17. Interviewee_____

Title_____

Organization_____

Address_____
No. Street City State Zip Code

Telephone_____
Area Code Number Extension

FILMED FROM BEST AVAILABLE COPY

January 26, 1972

UNITED STATES OFFICE OF EDUCATION

NATIONAL CENTER FOR EDUCATIONAL STATISTICS

Study of Library and Information Center Statistics and Data Practices at the Local and Regional Levels

Supplement to Interview Guide

This attachment should be completed for each form, tally sheet, publication, or report submitted in response to Questions 5 and 13 in the Interview Guide. Fill in all appropriate information. Also request any written definitions, instructions, or guidelines for completing any forms or tally sheets.

A. Name of agency, unit, or organization:

☐ Submitting the attached form or document _____

☐ Issuing the attached form or document _____

B. Complete Section B only if the attached item is a Reporting or Survey Form.

Frequency or periodicity of data requested.

☐ Daily ☐ Weekly ☐ Monthly ☐ Quarterly ☐ Annually

☐ Other (please specify) _____

Reason(s) for collecting the statistics or data.

☐ Statutory requirement ☐ Administrative regulation or directive

☐ Voluntary effort (no official requirement or directive)

Others (please specify)

☐ _____

☐ _____

C. Complete Section C only if the attached item is a Publication or Report.

The attached item is: ☐ Available to any requester

☐ For limited distribution

To whom? _____

Other (please specify)

☐ _____

APPENDIX 3

KEY TO RESPONDENT NUMBERS LISTED IN TABLE 27

KEY TO RESPONDENT NUMBERS LISTED IN TABLE 27

Respondent Code No.	State	Respondents
0121	Alabama	Department of Education
0235	Alaska	Department of Education, State-Operated School District
0255	Alaska	Department of Education, Division of State Libraries
0449	Arizona	Department of Education
0519	Arkansas	Department of Education
0538	Arkansas	Library Commission
0632	California	Department of Education, Bureau of Audio-Visual and School Library Education
0633	California	Department of Education, Bureau of Administrative Research and District Organization
0635	California	State Library, Law Library
0822	Colorado	Department of Education, State Library
0922	Connecticut	Department of Education, Bureau of Educational Management and Finance
0931	Connecticut	Commission for Higher Education
0938	Connecticut	State Library
1022	Delaware	Department of Community Affairs and Economic Development, Division of Libraries
1050	Delaware	Department of Public Instruction
1233	Florida	Department of Education, Bureau of Teacher Education, Certification, and Accreditation
1249	Florida	State University System
1266	Florida	Department of State, Division of Library Services (Florida State Library)
1314	Georgia	Department of Education, Office of the State Superintendent
1315	Georgia	Department of Education, Public Library Services Unit
1324	Georgia	Higher Education Facilities Commission

Respondent Code No.	State	Respondents
1325	Georgia	Board of Regents, University System of Georgia
1519	Hawaii	Department of Education
1616	Idaho	Department of Education
1631	Idaho	State Library
1656	Idaho	Department of Education, Administrative and Financial Services
1836	Indiana	State Library
1837	Indiana	Department of Mental Health
1849	Indiana	Department of Public Instruction
1947	Iowa	Department of Public Instruction
2029	Kansas	Department of Education
2044	Kansas	State Library
2121	Kentucky	Department of Education
2159	Kentucky	Department of Libraries
2209	Louisiana	Division of Administration, Budget Office
2222	Louisiana	Department of Corrections
2241	Louisiana	State Library
2246	Louisiana	Department of Education, Division of Curriculum and Instruction
2339	Maine	Commission for Higher Education, Facilities Act of 1963
2347	Maine	State Library
2425	Maryland	Department of Education
2446	Maryland	Council for Higher Education
2528	Massachusetts	Department of Education, Bureau of Library Extension
2531	Massachusetts	Department of Education, Division of Research and Development
2607	Michigan	Executive Office of the Governor, Bureau of Programs and Budget

Respondent Code No.	State	Respondents
2627	Michigan	Department of Education, Bureau of Library Services
2631	Michigan	Department of Education
2727	Minnesota	Department of Education, Public Libraries Section
2750	Minnesota	Department of Public Examiner
2757	Minnesota	Department of Public Welfare
2823	Mississippi	Department of Education, Division of Administration and Finance
2825	Mississippi	Department of Education, Division of Junior Colleges
2931	Missouri	Department of Education, Division of Public Schools
2947	Missouri	State Library
3041	Montana	State Library
3050	Montana	Office of the Superintendent of Public Instruction
3120	Nebraska	Department of Education
3121	Nebraska	Department of Education, Title II Office, ESEA
3129	Nebraska	Higher Education Facilities Commission
3242	Nevada	State Library
3340	New Hampshire	State Library
3547	New Mexico	State Library
3652	New York	State Education Department, Bureau of School Libraries
3653	New York	State Education Department, Division of Library Development
3730	North Carolina	Board of Higher Education
3740	North Carolina	State Library
3831	North Dakota	State Library
3918	Ohio	Department of Education
3931	Ohio	Board of Regents
3937	Ohio	State Library
4023	Oklahoma	Department of Education, Finance Division

Respondent Code No.	State	Respondents
4025	Oklahoma	Department of Education, Division of Library Resources
4031	Oklahoma	State Regents for Higher Education
4126	Oregon	Board of Education
4138	Oregon	State System of Higher Education, Office of the Chancellor
4139	Oregon	State Library
4431	Rhode Island	Department of Education
4446	Rhode Island	Department of State Library Services
4544	South Carolina	State Library
4704	Tennessee	Department of Education, State Library and Archives
4736	Tennessee	Higher Education Commission
5047	Vermont	Department of Libraries
5136	Virginia	Department of Education, School Libraries and Textbooks Service
5329	Washington	State Library
5344	Washington	Office of Superintendent of Public Instruction
5440	West Virginia	Library Commission
5540	Wisconsin	Department of Military Affairs
5550	Wisconsin	Department of Public Instruction, Instructional Services Division
5551	Wisconsin	Department of Public Instruction, Division for Library Services
5552	Wisconsin	Department of Public Instruction, State Aids Division
5637	Wyoming	State Library

Respondent Code No.	Agency	Respondents
6093	Dept. of HEW	National Institute of Neurological Diseases and Stroke
6106	Dept. of HEW	U.S. Office of Education, Bureau of Libraries and Educational Technology
6110	Dept. of HEW	U.S. Office of Education, National Center for Educational Statistics
6138	Dept. of Interior	Office of the Secretary, Office of Library Service
6323	Dept. of Army	The Adjutant General, Army Education & Morale Support Directorate
6337	Dept. of Army	Office of the Chief of Staff, Assistant Chief of Staff for Communications-Electronics
6365	Dept. of Army	First U.S. Army, Special Services Division
6442	Dept. of Air Force	Air Force Communications Service, Directorate of Personnel Services
6578	U.S.I.A.	Information Center Service
6582	Veterans Administration	Central Office
6906	Library of Congress	
7008	American Library Assn.	Association of State Library Agencies
7023	American Theological Library Assn.	
7027	Assn. American Library Schools	
7032	Center for Research Libraries	
7151	American Library Assn.	Committee on Accreditation
7202	United Business Schools Association	Accrediting Commission for Business Schools
7205	American Assn. of Theological Schools	
7206	American Bar Assn.	
7221	Engineers' Council for Professional Development	

Respondent Code No.	Agency	Respondents
7231	National Council for Accreditation of Teacher Education	
7235	North Central Assn. of Colleges and Secondary Schools	
7240	Western Assn. of Schools and Colleges	Accrediting Commission for Junior Colleges
7242	National Assn. of Trade and Technical Schools	
7244	American Medical Assn.	Archive-Library Department